



THOMAS WARBURTON PTY LTD

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REGISTERED HEAD OFFICE & SALES

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Reference/Department

MS-2052/Sales

To whom it concerns (by email)

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Dandenong, 1st May 2020

Handling of proof of deliveries (POD) during COVID-19

Dear valued customer,

We hope this email finds you well.

As the current situation with covid-19 is ongoing, Thomas Warburton is also practicing social distancing and protecting the workforces of our suppliers, customers and our own team.

Therefore all Thomas Warburton shipments will no longer require a signature for delivery or collection.

The delivery driver (third party or from Thomas Warburton) will ask for a name and print it themselves on the manifest or electronic device

This way the driver reduces the risk of infection and is also respecting social distancing to you our valued customer.

Due to this temporary procedure we are not able currently to issue POD's (proof of deliveries) complete with signatures as has been the practice in the past. When requested, a POD will be provided with only the name of the person that accepted the delivery.

Thank you very much for your understanding and support during the current circumstances.

Best Regards and stay safe,

Marcus Schmidt

National Sales Manager

THOMAS WARBURTON LOCATIONS PROUDLY SERVICING AUSTRALIAN INDUSTRY

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