

BALLPOINT OFFICE SUPPLIES

21 The Bell Centre, Newton Road, Crawley RH10 9FZ

DATE: 2/4/2020

Message:

We are open as usual and here to take your orders by phone, email or online. We can deliver directly to remote offices and home workers if you require. We will not ask you to sign for your deliveries as our drivers will do this for you.

We have stock of desk, chairs and other home working essentials.

Some of our office staff are now working remotely. Our infrastructure is performing extremely well and our teams are continuing business as usual. Our warehouse staff and drivers are here but please be aware of social distancing advice if collecting your order, minimum 2 metres. We are following all advice from the relevant bodies.

All delivery partners are operating as normal. However, we have been informed of certain areas that are having delayed deliveries for various reasons relating to COVID-19.

We ask you to please bear with us at this time. Everyone is pulling together and making an amazing effort to keep business going.

Our supply chain for the majority of our products, apart from Hygiene, currently remains unaffected and we have contingency plans in place should we need to enforce them. We are confident that there will be minimal disruption to our customers for non-hygiene items, whilst many of our employees can work remotely and access the tools and systems they use day to day, when they need to.

If you have any questions, please don't hesitate to contact us. Be safe and good luck.

Tel: 01293 433330