

## COVID-19 Update

Dear GWS Customer

In relation to the government update on COVID-19, the country is entering alert level 4 tomorrow for likely at least 4 weeks.

As it stands, GWS is a supplier to multiple essential infrastructure and construction businesses.

As such, we are taking the appropriate actions necessary to combat the spread of the virus. The health and safety of our employees, customers, suppliers and business partners is paramount.

Essential business will be continuing with the following restrictions:

- **Our office/trade shop will be closed from 26th March, but we will continue to dispatch orders placed via phone, email, or web.**

Most of our staff will be working from and/or staying home in isolation.

We will have 3 staff members in office to package and distribute orders.

- Entrance to our on-site location is **not** permitted. For transport companies please sound your horn to alert staff.

- Our Sales Representatives will no longer be on the road until further notice. They are however still working from home and are available via phone.

- **We are currently processing cash sales manually**, call us to place an order. We are in the process of implementing an online payment gateway that will be available to the public for cash sales. Existing customers with an account with us can still place orders online via login.

- As it stands, to place an order online you'll need to have a trading account with us. If you have a trading account with us and require a web login, call us on 09 828 9888.

If you don't already have a trading account with us you can **apply for an account**.

Our website is very intuitive and provides you with benefits such as:

- Visibility of your pricing, including bulk pricing
- Order history and the ability to reorder
- Staying safe!

Kind Regards,

**Dave Page**  
General Manager

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