



2 Traynor Way, Whitehouse Business Park, Peterlee, County Durham, SR8 2RU

22nd April 2020

COVID-19 CORONAVIRUS PANDEMIC

Dear customer, supplier and extended stakeholders,

I wish to give you an update as to our position in relation to the Covid-19 Coronavirus Pandemic.

We have started to slowly phase back production and administrative staff in line with Government guidelines and safe working practices but ask that you bear with us in terms of lead-times.

External facing Sotech staff are continuing to work from home and remain contactable.

Our Marketing, Sales and Estimating teams are fully functional and working on your current and future project requirements. This continues to be a key area of support and comfort for many of our wider stakeholders and business partners. We continue to pre-order, plan and sequence materials and finishing works with our closely knit supply chain. This has not stopped since the factory closure.

Our Design teams are also working in planning, co-ordinating and preparing the work schedules.

Our Finance team is also on site and available to address any questions and queries you may have in relation to payments both to and from Sotech.

On behalf all at Sotech thank you for your continued support during these difficult times.

Kind regards

For and on behalf of Sotech Limited

Michael Egginton

