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DECOGLAZE™ CHRISTMAS / NEW YEAR CLOSURE

Dear Valued Customer

With the Christmas / New Year holiday season fast approaching we would like to inform you of our cut off times and closure dates for this busy period.

OUR DECOGLAZE™ OFFICE, PRODUCTION FACILITY AND SHOWROOM WILL BE

CLOSED

FROM 4:30PM FRIDAY 22ND DECEMBER 2017 AND WILL

RE-OPEN FROM 8.00AM MONDAY 15TH JANUARY 2018.

For **INSTALLATION** of a job prior to our Christmas closure **ALL ORDERS (SIGNED CONTRACTS with colour confirmed)** must be **FULLY MEASURED** and received into our office by no later than:

- 4.30pm Tuesday 5th December 2017 for Coloured Glass
- 4:30pm Friday 1st December 2017 for Reflections
- 4.30pm Tuesday 28th November 2017 for Impression & Designer Series.

There will be no exceptions after this date, as workloads double in this busy period, as we offer the latest order date before Christmas in the industry.

We trust you understand our need to formalise these times and dates as a co-ordinated timeline is critical for installing your customer's glass before the Christmas closure.

If you have any enquiries please contact our office on 9624 7099.

Regards

Katie Weir Sales Manager



