



1st April 2020

Dear Valued Partners,

RE: OFFICE CLOSURE FOR RENOVATIONS ON 9TH APRIL 2020

Please be informed that our office will be closed on 9th April 2020 for renovations works at our office location. In order to provide smooth support, the cut-off time for Invoice and Delivery Order will be at **5.00pm on 8th April 2020 (Wednesday)**. Any purchase orders/ order confirmation received **after 8th April 2020** will be processed and delivered when our operations resume on **13th April 2020**.

Kindly place your orders early and ensure that you have sufficient stocks to avoid any disruption to your operations.

Please feel free to contact our sales representatives and customer service officers at +65 6777 7077 for further assistance.

We thank you for your continuous support.

Best Regards,

Managements of HCS Scientific & Chemical Pte Ltd.