



HCS SCIENTIFIC & CHEMICAL PTE LTD

Co. Reg No.: 200305150H GST Reg No.: 20-0305150-H

2 Penjuru Place #01-08, 2-8 Penjuru Tech Hub Singapore 608783

enquiries@hcs-lab.com

(65) 6777 7077

www.hcs-lab.com

(65) 6777 0500



Date: 27.10.2022

Dear Valued Partners,

Re: ANNUAL STOCK TAKE 2022

Please be informed that we have reschedule our annual stock-take from **14th December 2022 (Wednesday)** to **19th December 2022 (Monday)**. To facilitate the stock take, the cut-off time for Invoice and Delivery Order will be at **3.00pm on 13th December 2022 (Tuesday)**. Warehouse operations and delivery service will resume on **20th December 2022 (Tuesday)** and **21st December 2022 (Wednesday)** respectively.

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

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

We thank you for your continuous support.

Best Regards

Management of HCS Scientific & Chemical Pte Ltd