



**ITI Timspec**

[www.itimspec.nz](http://www.itimspec.nz)

23 March 2020

To Whom all it may concern

In the best interests of our staff and customers health and wellbeing we have instituted a non-call in provision at our sites as of today. Collection of any product must be pre-arranged with our staff beforehand. We do however want to avoid call in trade wherever and as far as possible.. We want to keep our staff and you safe.

If you are delivering to us and or calling in to pick up please phone ahead.

Hand Unloads we are initiating a new policy immediately that no hand unloads of more than 0.5m3 ( approx. ), all hand unloads on the basis of our driver unstrapping the load and keeping a safe distance or in cab whilst goods are unloaded. Very small hand unloads we would do ourselves as long as safe and no risk.

POD's can be emailed and of our driver can sign on your behalf with a name, time and date.  
Otherwise Hiab's .

Yours faithfully

Chris Wiffen

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