



### **Important Information about Coronavirus – Installations Suspended**

As you are aware the Coronavirus continues to increasingly affect our day to day lives as well as the operation of this business. The health of our employees and customers is paramount and we would like to take as many steps as possible in order to decrease the spread of the virus.

We have today taken the decision to suspend all installations scheduled from the 24<sup>th</sup> March 2020 until further notice. We are continuing to manufacture from our Hinckley factory but due to the exposure that our customers and installation teams may experience we feel that this is the correct response.

### **Showroom Visits or Sales Visits To Your Home**

In order to minimise social interaction we have closed both our showroom and trade counter until further notice. We will also not be making any home visits in order to prepare quotations.

We do still have some staff operating from within the office but the majority of employees are working from home. We are still accepting calls and emails and we will do our very best to answer all enquiries quickly, however some delays are inevitable and we ask all of our customers to be patient.

If you would like us to prepare a quotation then perhaps you could email photos and your chosen specifications to [info@burbagecustomwindows.co.uk](mailto:info@burbagecustomwindows.co.uk) from which we can produce accurate installation quotations.

We wish you and your family the very best and we thank you for your cooperation. If you do have any concerns or would like to discuss this further then please do not hesitate to contact us.