

**November 2021**

Dear Customer,

As we approach Christmas, we would like to advise you of our arrangements for the Holiday period in that our depots will be closed for stock take and then holiday as from 17.30 Monday 20<sup>th</sup> December 2021 until 08.00 Tuesday 4<sup>th</sup> January 2022.

We acknowledge that many of our customers are however closing on Friday 17<sup>th</sup> so there will be no charge for any operated equipment which is not in use and remains on hire for the 11 days that customers are closed. If you wish to retain such equipment, there is no need for specific instructions to us. All allowances will be automatically calculated, where appropriate, for this period and all other Bank Holidays in 2022.

Non-operated equipment will however be charged throughout.

If you should require plant to be collected, please off hire in the usual way, and allow at least 7 days for us to organise as this will be a particularly busy time. If, for any reason, we are unable to collect, you can of course return equipment to any of our depots up to and including Monday 20<sup>th</sup> December 2021.

Naturally you will be responsible for all items which remain on your site.

Thank you for your continued support in what has been an extremely unique year.

On behalf of all at The Marwood Group, I wish you a Happy Christmas, a prosperous New Year and a successful 2022.

Yours Sincerely,

**For Marwood Group Ltd**



**Graham Seddon**  
**Group Supply Chain Manager**