

Date: 24/03/2020

Subject: Covid19 (Coronavirus) Outbreak – National Lockdown

Dear Valued Customer,

As result of President Cyril Ramaphosa's address to the nation on the 23/03/2020, please be advised that The Document Warehouse and the services that we offer have not been listed as essential and therefore the company will not be operational during the national lockdown between 27/03/2020 – 16/04/2020.

For further clarity or answers to any questions kindly contact us on the relevant contact information on our website www.tdw.co.za

We value you as a customer and our dedication to our service stands strong, however our commitment to the safety of everyone, our staff & customers alike is our priority.

We trust that you will all stay safe and we look forward to continuing our business relationship when normal business resumes.

Kindest Regards

The Document Warehouse Management

