

8th October 2018

Dear Customer

CHANGES TO OUR NETWORK

Following a review of our distribution network, I write to inform you of a change to the structure of our operations.

The decision has been taken to close Dalgety Bay branch and move the operation to Newbridge on 12th November 2018.

What will change for your business?

- Your newspaper supplies will be packed and distributed from our Newbridge branch.
- Your Customer Service Centre contact number will change to **03300248914**.

What will remain unchanged?

- Your customer reference number.
- Your current delivery route.
- Your delivery time.
- Your returns parcels will continue to be scanned in Newbridge.
- The way you receive your supplies - your magazines and periodicals will still arrive with your newspapers in the normal way.

We are making detailed plans to minimise any disruption to your business - and we are committed to maintaining service standards throughout the change process.

Yours faithfully

Menzies Distribution

