

## Collecting Your Water Tank or Garden Bed (3 Herbert Place, Smithfield NSW 2164)

Dear customer,

Congratulations on the purchase of your new water tank / garden bed.

To ensure your safety, and the safety of Kingspan personnel, we kindly ask that you adhere to the following instructions for the collection of your goods.

1. On the morning of your scheduled collection, please call ahead to confirm everything is in order and ready for your collection (we can be contacted on 1300 736 562).
2. When making your way along Herbert Place, please enter via the driveway on the left side just prior to the roundabout (refer to below map).
3. Safely park your vehicle on the left side of the property adjacent to staff parking spots (refer to below map).
4. Please remain in your vehicle, call 1300 736 562 and advise of your attendance on site. A member of the Kingspan team will provide further instructions. *(Please Note: due to the current Coronavirus situation, all our office staff are working from home and as a result our Reception is temporarily closed).*
5. A member of our Yard team will approach and proceed to load your goods.
6. You will be responsible for securing your goods to the vehicle or trailer.

**Note:**

- Please ensure you bring the appropriate load restraint equipment (straps) as Kingspan will not allow for an unsafe/unsecured load to leave the premises.
- For your safety it is important you do not leave the proximity of your vehicle whilst on-site.

We thank you in advance for your cooperation.

Regards,

Team Kingspan.

