

| | | | |
|-----------------------------|--|---|--|
| www.tcfinternational.com.au | Sydney (Head Office) Unit 5, 18-28 Sir Joseph Banks Drive, Kurnell NSW 2231 T + 61 2 8336 9000 PO Box 147, Kurnell 2231 | Melbourne Unit 2, 35 Trade Park Drive, Tullamarine VIC 3043 T + 61 3 8199 9994 PO Box 2590 Gladstone Park 3043 | Brisbane Suite 1A, 23 Main Street, Varsity Lakes QLD 4227 T + 61 7 5576 3700 |
|-----------------------------|--|---|--|

18th November 2024

CHRISTMAS / NEW YEAR BREAK PERIOD

YOUR COMPANY TRADING HOURS 2024-25

To assist TCF with managing your transport and deliveries effectively, we kindly request that you complete and return the below information via email to csv@tcfinternational.com.au.

Providing this information will help us minimise unnecessary delays and storage during the holiday period. Additionally, please include that contact details of an alternative representative who will be available during this time in case your usual contact is unavailable.

| | |
|--------------------------------|--|
| COMPANY NAME | |
| DATE CLOSED | |
| DATE RE OPEN | |
| CONTACT PERSON FOR THIS PERIOD | |
| TEL # | |
| EMAIL ADDRESS | |

We wish to kindly remind you that if we do not receive the completed form from you, we will assume that your office and receiving location will be open and operating during normal business hours throughout the holiday period, aside from public holidays.

On behalf of the entire team at TCF, we want to extend our best wishes for a safe and happy holiday season

Yours Sincerely,
TCF International Pty Ltd

Darren Hart

Darren Hart
Director