



ABN: 85 904 600 302
150 Cheltenham Road
Dandenong Vic 3175
Ph: 9793 7773
info@copywell.com.au

December 2021

Dear valued customer,

The management and staff at Copywell Australia Pty Ltd would like to take this opportunity to thank you for your continued support throughout what has been a very challenging year. We hope that you and your families have managed to stay safe and healthy and expect that you are looking forward to a happy festive season.

We will be closing for the Christmas period on Wednesday 22nd December 2021 at 5.00pm and reopen Monday 10th January 2022 at 8.30am. However, a skeleton staff will be available to attend to urgent breakdowns and toner deliveries from Monday 3rd January 2021.

Should you have any concerns regarding this closure time, please contact our office by the 17th of December 2021 to discuss arrangements.

IMPORTANT THINGS TO DO

- Check your equipment today to ensure it is working perfectly – let us know if it isn't!
- Check your supplies to ensure that you have spare toners and other consumables.
- If you wish to book in a service call or would like to order consumables, please contact us via email and your request will be actioned immediately:

info@copywell.com.au

Wishing you all the best for the festive season,

The team at Copywell Pty Ltd

