



Dear Supplier

The Gardners warehouse operations will be suspended from 10pm Tuesday 31st March.

It is with great sadness that we have taken the difficult decision to temporarily suspend taking new orders at Gardners due to the current Coronavirus Virus Pandemic. We will be working hard to clear all outstanding orders over the coming days, so any existing orders should be processed.

We have continued over the past few weeks providing our usual high quality service to the Book and Entertainment trades around the world, however this is becoming increasingly more difficult as this crisis develops. The safety and well-being of our amazing workforce is the primary reason for making this decision.

We will be looking to see what key services we can turn back on as soon as possible, and will be updating all our customers and suppliers on regular basis as to the progress we are making.

Therefore, no further supplier orders will presently be placed or received, any orders you have not processed please suspend or cancel. Any orders that have already been despatched we will endeavour to receive if possible.

We will be suspending any further new title purchasing decisions and will reinstate the process as soon as practical.

Our eBook business will continue to operate with a few refinements and any present practises should remain.

Our Accounts department will still be processing payments in and out and your present way of communicating with them if necessary should remain the same.

Any contact with us should now be by email and again we will do our upmost to respond and ask that it is kept to a minimum and only of a priority nature. Buyers emails are not being checked but if required you can send any urgent enquiries to [SPH@gardners.com](mailto:SPH@gardners.com) which are being monitored

I would like to take this opportunity to thank all of our customers and suppliers for their ongoing support and business and we hope to be back up and running as soon as possible.

We hope you and your families are well and safe.

Simon Morley

Buying Director