

VICTORIAN STITCHWORKS

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PTY K2015141283

Unit 118, Masons Press
7 Ravenscraigh Road
Woodstock
Cape Town
7925

VSW client.

As announced Level 4 lockdown regulation state that manufacturing for textile's may resume on 1 May 2020. Realistically VSW can function from 6 May 2019 onward. We ask for your continued patience as we gradually enter into a reformed schedule guided by government regulations.

As per level 4 regulations we have to adhere to guide lines set by government and will proceed as follow:

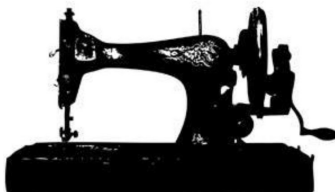
- 1) Our capacity will be restricted.
- 2) We are allowed to reintroduce staff in stages as indicated by our working permit.
 - a. Week 1 (4th -8th May 2020): Kirstin and Rinis will be working from studio.
 - b. Week 2(11th – 15th May 2020): Core sewing staff.
 - c. Week 3 (18th- 22nd May 2020): Specialised sewing staff.
 - d. Level 3 will see all staff resume duties as usual.
- 3) **We are obligated to dedicate 25% of all sewing output to PPE clothing and should you as a client wish to place an order for PPE, these orders will be prioritised.**
- 4) Textile manufactures may only produce winter clothing within level 4 of lockdown. We will require a formal letter stating that your production work is meant for winter release and is level 4 compliant. Should this come under scrutiny the onus is on you as the client to deal with any potential implications therefrom.
- 5) We will not be taking any in studio meetings until further notice. Virtual meetings will remain in place.
- 6) Delivery and collection box will remain in place. All deliveries and collections will be contactless.
- 7) No client will gain access to the studio under any circumstance during level 4 lockdown.

Please keep in mind that VSW can only make decisions once government releases new relevant information and the above may change in the coming weeks. Should this happen VSW will release a new updated statement.

We thank you for your ongoing support. We would have not be able to survive the last hard lockdown without your kindness and generosity.

Stay safe
VSW TEAM

April 23, 2020



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