



Moontown Ltd Relocation

01/10/2024

Dear Valued Partner,

We are writing to inform you of an upcoming facility relocation that may temporarily impact your order processing time.

Moontown is moving to a new, purpose-built facility to better serve our customers and accommodate our continued growth. While we are excited about this move, we understand that it may cause some short-term inconvenience.

During the transition period, there may be slight delays in order processing and shipping. We are working diligently to minimize any disruptions and will keep you updated on the progress of our move. Our estimated time-line and impact is as below, please be aware this is in no way a guaranteed and subject to change as the relocation unfolds.

Date	Production	Shipping	Office
17/10/24 – 18/10/24	Reduced Capacity	As normal	As Normal
21/10/24 – 23/10/24	Closed	Closed	Closed
24/10/24 – 25/10/24			Reduced Capacity
28/10/24 Onwards	Reopened – Delays Possible		

We request that any goods due to be shipped into Moontown 21/10/24 – 25/10/24 are held back until 28/10/24 onwards and shipped to our new address.

The new address will be:

Moontown Ltd, 11 Baker Brook Close, Hucknall, Nottingham, NG15 7WE
Office Number: TBC

All other details including email addresses and bank details will remain the same, and we kindly ask you to update your records accordingly.

If you have any questions or wish to confirm any details, please contact a member of the team who will happy to assist you. We thank you in advance for your patience during this time and look forward to continuing to work together during our next exciting chapter.

Kind Regards,

Lisa Proctor
Managing Director