

THURSDAY 26<sup>TH</sup> MARCH 2020

To all our valued clients

**NATIONAL DISASTER: CORONAVIRUS.**

**BACK TO BASICS-NUTRITION COMMITMENT TO OFFER ONGOING SERVICE AND PROVISION OF ESSENTIAL GOODS TO OUR CLIENTS**

On 15 March 2020, the Government of South Africa declared the coronavirus pandemic a national disaster.

On 23 March 2020, the Government announced various measures to contain the spread of the disease including a nationwide lockdown of all businesses from midnight on Thursday, 26 March 2020 for a period of 21 (twenty one) days.

As Back To Basics-Nutrition is a food company, we may stay operational, especially as we are supplying essential goods to mining and industry.

We are aware that the Back To Basics products are required by our clients for their staff, more so than ever, as a means to boost immunity, sustain energy, and prevent dehydration.

We would like to reassure you, our valued client of the following:

- The staff in our factory already follows strict procedures of personal hygiene, sanitizing appropriately many times on shift. During this time, extra precautionary measures and procedures have been implemented in our factory.
- In addition, compliant with the requirement from the DTI, our staff has been issued with the necessary documentation, to travel to work (which they will do in Back To Basics transport).
- Should your company wish to order products from us, please follow normal procedures of placing orders with us ([Raelene@backtobasics-nutrition.com](mailto:Raelene@backtobasics-nutrition.com), cc'ing me [sue@backtobasics-nutrition.com](mailto:sue@backtobasics-nutrition.com)), with the usual if not reduced, lead time of 14 working days applying.
- We are still able to deliver to clients in Gauteng, and transporters can collect from us at our factory in Florida.

Our request to you, is that should you place orders with us during the nation-wide lockdown time-period, please send us a letter on your company's letterhead stating that you are aware and approve collection by your transporters, or deliveries to those that we usually deliver to from Back To Basics (Pty) Ltd address (1153 Eitemal Avenue, Florida, Roodepoort) to your physical address (please provide in the letter).

A letter worded similar to the one on page 2 of this letter is a good example.

Thanking you for your business, in anticipation –

Sincerely,

**Sue Scharf**

**Sales Director, Back To Basics-Nutrition**

(Contact me on 082 593 0276 / [sue@backtobasics-nutrition.com](mailto:sue@backtobasics-nutrition.com) )



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**Web: [www.backtobasics-nutrition.com](http://www.backtobasics-nutrition.com)**

## EXAMPLE OF LETTER OF APPROVAL TO RECEIVE PRODUCTS FROM BACK TO BASICS-NUTRITION

*To Whom It May Concern  
Back To Basics –Nutrition*

*In terms of the directive given by Government during the nationwide lockdown 26 March 2020- 16 April 2020, non-essential mining operations will be required to make arrangements for care and maintenance to avoid damage to continuous operations. The business conducted by NAME OF COMPANY will be affected by the directive.*

*This letter serves as notice that your company has been identified by NAME OF YOUR COMPANY as an essential service and / or supply to NAME OF YOUR COMPANY, in order to comply with the directive.*

*We hereby wish to verify that back To Basics-Nutrition will continue to assist NAME OF YOUR COMPANY with the service and/or supply as required in terms of the provisions of the contract governing our relationship.*

*As such NAME OF YOUR COMPANY approves collections and or deliveries from Back To Basics (Pty) Ltd address (1153 Eitemal Avenue, Florida, Roodepoort).*

*Yours faithfully*

