Company letterhead

To whom it may concern

We provide cut to length flooring products and services to key industries, businesses and clients within Victoria. As such, we have specialised cut to length machinery. This cut to length machinery is critical to the services that we provide to key industries, businesses and clients in Victoria.

We require that our cut to length machinery is properly and professionally maintained for continued operation and is also currently in need of some critical repairs. We require the services of Rod Lamont of Sutikely to execute the aforementioned work on our cut to length machinery so that we can continue to maintain supply to key industries, businesses and clients.

By maintaining our cut to length machinery in perfect operating condition, we are able to facilitate the continuation of supply to key industries, businesses and clients and the continued employment of staff which also reduces the burden on the Australian and Victorian Governments.

The cut to length machinery that Sutikely services is critical to our business. This cut to length machinery is unique and Sutikely is the only company available in the Australian / New Zealand precinct for the servicing, repairs and product support. The next available company is the machinery company themselves and they are based in America. They do not service outside of America due to the substantial costs involved.

A failure of our cut to length machinery would mean that we are unable to meet our commitments resulting in the laying off of staff and even the closing of our business which would have a knock-on effect on key industries, businesses and clients and incur a burden on the Australian and Victorian Governments.

As being a responsible business in this unprecedented Covid-19 world, we have processes and procedures in place for all staff and visitors entering our site including, but not limited to, no handshaking or other physical contact, checking in, social distancing, availability of hand sanitiser and staff working from home where possible. Our staff are using their own individually issued stationery and pens/markers. All doors are kept open where feasible. Cleaners regularly wipe down surfaces etc.

We require the services of Rod Lamont of Sutikely under “Skills critical to maintaining key industries or businesses.

Regards, etc.