

# TOM — KIRK LIGHTING

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Along with the rest of the world, we have been carefully monitoring developments with the coronavirus crisis – ensuring that the health and well-being of our staff, clients and collaborators is prioritised at all times.

Our studio and workshop are fully operational. We have reviewed our working methods to ensure that we provide a safe working environment for all employees not working from home. We have increased levels of hygiene and employed strict social distancing measures in line with Government guidelines.

Our emails and phone numbers remain the same:-

**Sales enquiries** [sales@tomkirk.com](mailto:sales@tomkirk.com)

**General enquiries** [info@tomkirk.com](mailto:info@tomkirk.com)

**Telephone** +44 (0)20 8766 6715

## **Website orders**

We are able to accept orders via the website. We will contact you on receipt of any order to give you an estimated delivery date. If you have a time-sensitive requirement, please contact us before placing your order.

## **Lead times**

We have healthy levels of stock across the majority of our range. However, some of our lead times may increase during this period. In some cases we will need to make changes to the lead times advertised on the website. This will be reviewed regularly.

## **Quotations**

We are able to provide quotations and develop proposals for new projects.

## **Supplier chain**

The vast majority of our suppliers are based locally and their businesses are operational.

## **Future plans**

Whilst many trade events and fairs have been cancelled or postponed, we hope to proceed as planned with our scheduled product launches and updates. Our next physical event is set to be Decorex 2020 in October.

Above all, we remain positive and look forward to continuing to work with our loyal client base and collaborators. Our sincere thanks for all the messages of support and understanding during this time!

In the meantime, we wish you well and look forward to speaking to you again soon.