



BROUGHTON PLANT HIRE & SALES
A Division of Michael Broughton Ltd

Re:-Christmas & New Year Holidays 2020 – 2021

Dear Sirs,

Please be advised that our office will be closed for annual holidays from 2pm, Wednesday 23rd December 2020 until 6.00am, Monday 4th January 2021. During this period hire charges will be suspended. We would respectfully remind you of your obligation to keep plant safe on site during this period.

If your holiday period differs from ours please advise in writing for our consideration.

Should you require an off hire and collection of plant before the recess, we must insist the last date of acceptance for booking a collection is Friday 11th December 2020. Any plant off hired after this date may be left on site at your own risk.

Any collection requests will be confirmed with an off hire number. Retain this number for future reference.

PLEASE ADVISE ALL STAFF ON SITE OF THESE ARRANGEMENTS

Wishing you all a very Merry Christmas and a prosperous New Year.

Yours faithfully
BROUGHTON PLANT HIRE & SALES



Joe Zammit
General Manager