

Cowan & Lewis Pty Ltd

A.C.N 000412779

1315 Pacific Highway
Turramurra NSW 2074
Phone 9449 9777
Web: www.cowanlewis.com.au

PO Box 119
Turramurra NSW 2074
Fax 94408931
mail:sales@cowanlewis.com.au

Dear Parents,

Due to COVID restrictions not being relaxed as hoped we will still be operating the West Gosford warehouse by appointment in January, ensuring we are adherent to the mandatory social distancing restrictions of 1 person per 4 square meters.

The West Gosford Warehouse will be accessible by appointment ONLY from the 4th January through to the 30th January Monday to Friday from 9am – 5pm.

Alternatively online orders can be made and delivered to school twice a week on Tuesdays and Fridays during the school term. Exchanges can be arranged back through the school office by contacting Cowan & Lewis or leaving an exchange form in the bag to be collected, the exchange form can be located on the Cowan & Lewis website on your school's page.

A Click and Collect service for online orders and Exchanges in January will also be available from the warehouse with no appointment required. Further information will be provided on the school's page.

Cowan & Lewis are very mindful of the inconvenience this may cause with restricted accessibility whilst avoiding unnecessary queuing and delays and ensuring the safety of our Staff, Parents and students.

We would strongly encourage uniform to be purchased prior to the end of the year to ensure you are catered for before the commencement of the new school year.

Appointments can be made on the Cowan & Lewis website www.cowanlewis.com.au. Select shop online, locate your schools crest, and click on the booking link and select the appropriate date and time.

- Each appointment will have a 20 minute duration.
- 1 Adult and 1 Child per booking
- For each additional sibling a booking will be required
- We ask that you arrive 10 minutes prior to your appointment
- If you arrive more than 5 minutes late to your appointment we will unfortunately ask that another time be made to ensure the next appointment is not delayed

We thank you for your understanding and cooperation as we work through this challenging time and look forward to welcoming you to our store. Please feel free to contact our staff via email stedwards@cowanlewis.com.au or phone 43222 503 should you require any further information.

Kind Regards
Staff and Management
Cowan & Lewis Pty Ltd