



Righton & Blackburns Limited
Parkway House
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Pacific Avenue
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T: 01204 803 988

F: 01204 545 350

E: info@rblimited.co.uk

www.rightonblackburns.co.uk

30th October 2018

Dear Customer

WELCOME TO RIGHTON & BLACKBURNS LIMITED

Following our letter of 20th September, when we advised you that Righton Limited and Blackburns Metals Limited were planning to merge, we are now pleased to announce that this will happen on the **5th November 2018** to form **Righton & Blackburns Limited**.

How are we managing it?

Legally: We will be transferring the assets of Blackburns Metals Ltd (Co. Reg. 04632083) into Righton Ltd (Co. Reg. 00143411) and then immediately changing the name of this entity to Righton & Blackburns Ltd.

Systems and Logistics: Over the weekend of the 3rd/4th November we will be transferring all our service centres onto a consistent IT platform. Where we are physically merging two operations that are in the same geographical area, they will become one service centre – but will be able to continue to operate as two warehouses until their physical merger into one site is completed.

What do you need to do differently from 5th November?

Contacting us: Please continue to use your current telephone numbers. In most cases you will continue to deal with your current Righton or Blackburns sales contacts. However, you will be contacted by your local service centre to discuss any changes that affect you. Whilst e-mail addresses will also be changed you can continue to use the current ones that you have.

Service: Hopefully nothing different. It is our main focus to ensure that your service levels are unaffected. All outstanding orders at the weekend will be converted onto the new IT platform and will be fulfilled as normal under our new name. We may be a bit grumpy on the inside next week as some of us get to grips with a new IT system – but we promise not to show it!

Paperwork: Paperwork may look a little different but will categorically retain all the information that you are used to

Payments: Could you please pass the attached Appendix to your accounts department. It clarifies how payments need to be made over the transitional period.

If you have any concerns or have any problems that you would like us to address, please contact your local Service Centre or email us at – info@rblimited.co.uk and we will do whatever we can to ensure that you are receiving the service and information that you need.

Thank you for your continued support

Dennis Parker
Managing Director
Blackburns Metals Limited

David Wycherley
Managing Director
Righton Limited



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Appendix 1 – Payments

To assist your understanding of the merger process we would like to advise the following regarding payments:

Deliveries up to and including the 2nd November 2018

All customer deliveries received up to the 2nd November will remain payable to **Righton Limited** and **Blackburns Metals Limited** respectively, the bank account details shown on the face of all sales invoices will remain unchanged.

All cheque payments should be sent to The Credit Centre at the following address:

The Credit Centre
Nautica
Navigation Park
Waters Meeting Road
Bolton
BL1 8SW

Deliveries from 5th November 2018

Following the merger, all deliveries received will be payable to **Righton & Blackburns Limited** using the new bank account details shown on all sales invoices and month end statements.

For the avoidance of doubt:

All cheque payments should be payable to **Righton & Blackburns Limited** and sent to The Credit Centre at the address shown above.

All direct payments should be paid into the following bank accounts:

- Sterling payments – Righton & Blackburns Ltd Glasgow - Sort Code 30-93-74 - Account Number 63653968
- US Dollar payments - Righton & Blackburns Ltd USD - Sort Code 30-93-74 - Account Number 11682296
- Euro payments – Righton & Blackburns Ltd EURO - Sort Code 30-93-74 - Account Number 86414595

Your account with Righton & Blackburns Ltd will be managed by your dedicated Credit Controller, Nicola Taylor, please contact Nicola with any account queries using the following details:

Telephone Number: 01204 803 981
Fax Number: 01204 545 350
E-Mail: ntaylor@credit-centre.co.uk

Should you have any queries or require any further information please do not hesitate to contact us.