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Hi Lisa,

Following the announcement from our Prime Minister yesterday we want to advise you that as aspects of our supply chain are considered by Government to be necessary to support New Zealand's essential services we will remain open with limited changes to the way that we will be supporting you.

Our focus remains unchanged, to support essential services, businesses, educators and students to continue operating or to work/study from home, as well as ensuring the safety and well-being of our own OfficeMax family.

What remains the same?

- **Ordering:** you can continue to order online and check stock availability on officemax.co.nz
- **Help:** the team in our National Contact Centre are able to assist you over the phone with any business-critical needs, call us on 0800 426 473
- **Delivery:** our distribution centres continue to operate as normal along with our delivery partners, however there may be some extended delivery timeframes as we operate our teams in a more physically separated way and increase the level of sanitisation between shifts
- **Products:** our procurement team continue to work with our suppliers to source the products that New Zealanders need at this time.

What is changing?

- **Account Manager:** your usual Account Manager is available by phone or email to provide information and guidance on your ongoing or revised needs
- **Retail Stores:** our Retail Stores will be closing on Tuesday 24th March at 5pm until further notice.

We commit to keeping you regularly updated as our operation evolves over the coming weeks and look forward to resuming more normal business operations with you in the future. Please stay safe and healthy until that time.

Best regards,
Kevin Obern

Managing Director
OfficeMax New Zealand



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0800 426 473

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