



Units 5 & 6 Broad March Trade Park, Long March Industrial Estate,
Daventry, Northants, NN11 4HE,
Tel:(01327) 301887 Website: www.hptyres.com Email: office@hptyres.com

29th June 2020

Dear HSCC Competitor,

Finally the race season looks likely to get under way, and we are raring to get back to racing... albeit not in quite the same way as we are used to.

As part of our Covid-19 Risk Assessment we are adjusting the way that we will run things at the circuit for the supply and fitment of tyres. As government guidelines dictate, and because we want to protect our staff during this worrying time, we must minimise social and physical contact. Therefore the following procedures will now be in place for each race weekend:

During the week of the race weekend:

- 1. Order tyre requirements with HP Tyres office at the beginning of the week by phone/email*
- 2. An invoice will be emailed over to you for you to look at and agree*
- 3. Payment for tyres must be settled before the event/test, no remittance at the circuit will be possible*

At the circuit:

- 4. Take wheels over to the service 'Drop off' area (this will be clearly signed)*
- 5. Give the admin staff your name and invoice number and they will allocate you time for collection*
- 6. HP Tyres staff will move the wheels over to the fitting area where your tyre requirements will be fitted*
- 7. Return at designated time to collect fitted tyres from 'Collection Area' (also clearly signed)*



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Monday after race weekend:

8. A credit note will be raised for any tyres which have been paid for but not taken at the circuit and monies refunded back to you

Please understand that there will be no payment facilities at the circuit and no paperwork handover. Therefore it is imperative that all tyres are paid for prior to the race weekend/test to avoid disappointment.

If you have any questions please contact our office and we will endeavour to answer your queries.

We look forward to seeing you all out on track.

Kind Regards

John Pearson
Company Director