

MIP

Earthcooling & Repairs
Airconditioning & Auto Electrical

Reg. no.: 2010/126670/23

**Trading in fixing and supplying
of Aircons
and any other services related.**



Tel: (+27) 013 590 1280

Fax to e-mail: (+27) 0866 585 953

48 Toerien Street - Extension 41 - Witbank - 1035
PO Box 12687, Leraatsfontein, Witbank, 1038

e-mail: info@mpearthcooling.co.za

Vat. No.: 414 025 7330

Reg. No.: 2010/126670/23

Website: www.mpearthcooling.co.za

Date: 17.05.2017

Dear Supplier/Customer

RE: URGENT AMENDMENTS ON COMPANY DETAILS

The above refers.

Please amend your records accordingly.

Our new contact information is as follows:

• **HR- Office Manager / Payroll Administrator / Financial Director:**

- **Contact: Debbie Lee**
- E-mail: debbie@mpearthcooling.co.za
- Contact no: 013 590 1280
- Mobile no: 082 334 6285 (*This is also our office emergency contact*)
- **Second Office Emergency Contact when land line is down: 082 552 6686**
- Fax to e-mail: 086 602 7425
- **All HR / Labour, Payroll, Finance, Office and Admin inquiries will be dealt with via above mentioned person.**
- **All Personnel enquiries will be dealt with by above mentioned person.**
- **Also any complaints / suggestions / enquiries may be directed towards this person.**
- **All Debtors enquiries / late payments and non payments of Debtors and further alternative arrangements regarding payments from Debtors will be dealt with by above mentioned person.**
- **All Creditor payments and/or Statements will also be dealt with via above mentioned person.**
- **All Meetings/Company Invitations regarding structural changes or other related matters regarding Creditors and/or Debtors will also be dealt with via above mentioned person - if the case may be that she cannot attend above mentioned person will send the relevant personnel to these scheduled meetings/invites.**

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Director: Gavin Lee
Mobile: 072 155 9137
gavin@mpearthcooling.co.za

HR- Office Manager / Payroll
Administrator / Debtors / Creditors / Financial Director:
Debbie Lee
Mobile: 082 334 6285
Fax: 08660 27425
debbie@mpearthcooling.co.za

Safety Officer / Order Collection Clerk:
Crizanne Van Wyngaarden Lindhout
Mobile: 082 382 6145
safetyofficer@mpearthcooling.co.za

Stock-Store controller / Buyer / Switchboard:
Tel: 013 590 1280
stockcontroller@mpearthcooling.co.za
countersales@mpearthcooling.co.za

Emergencies: 072 155 9137

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• **Safety Officer / Order Collection Clerk:**

- **Contact:** Crizanne Van Wyngaarden Lindhout
- E-mail: safetyofficer@mpearthcooling.co.za
- Mobile no: 082 382 6145
- Fax to e-mail: 086 585 2557
- **All safety related enquiries and contractors packs will be dealt with via above mentioned person.**
- **All Order Collections from Debtors will be dealt with by above mentioned person.**

• **Director / Owner:**

- **Contact:** Gavin Lee
- E-mail: gavin@mpearthcooling.co.za
- Contact no: 072 155 9137 (*This is also our emergency contact*)
- **All Enquiries that have not been assisted with after enquired will be dealt with via above mentioned person.**
- **All Technical and Field / Job related enquiries will be dealt with via above mentioned person.**

• **Stock- / Store Controller / Buyer / Counter Sales Clerk:**

- **Contact:**
- E-mail: storecontroller@mpearthcooling.co.za / countersales@mpearthcooling.co.za
- Contact no: 013 590 1280
- Fax to e-mail: 086 601 6294
- **All Sales / Buying / Supplier Purchase Order / Stock related enquiries will be dealt with via above mentioned person.**
- **All Estimates - Quotes / Service Reports / Repairs / Invoice related enquiries will be dealt with via above mentioned person.**

• **Company Sales Representative:**

- **Contact:** Pieter Davel
- E-mail: rep2@mpearthcooling.co.za
- Contact no: 013 590 1280
- Mobile: 076 030 7905
- Fax to e-mail: 0866 585 953

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Website: www.mpearthcooling.co.za

• **Office information and General Enquiries:**

- E-mail: info@mpearthcooling.co.za
- Contact no: 013 590 1280
- Fax to e-mail: 086 658 5953

Please take urgent notice that none of our @telkomsa.net e-mail accounts is active anymore and any mails send to them will we not be held responsible if paper work is not received or attended to in time.

To take further note that the following e-mail addresses **is inactive** and no longer in use until further notice:

yolanda@mpearthcooling.co.za
frikkie@mpearthcooling.co.za
adminass@mpearthcooling.co.za
admin@mpearthcooling.co.za
rep@mpearthcooling.co.za
rep3@mpearthcooling.co.za
financeass@mpearthcooling.co.za

We trust that you will find above in order and will do the necessary amendments.

Sincerely,


MP EARTHCOOLING & REPAIRS

Debbie Lee

(HR- Office Manager / Payroll Administrator / Debtors / Creditors / Financial Director)

Director: Gavin Lee
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gavin@mpearthcooling.co.za

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