

# We are **moving-** what you need to know...



Our Head Office **is moving.**  
This move will reunite our Head Office with our Western Canadian Distribution Centre, allowing us to serve you better.

#### **NEW Address:**

**#103 - 5898 Trapp Avenue  
Burnaby, British Columbia  
Canada V3N 5G4**

Company Updates - May 13, 2024

#### **Effective Date:**

We will reopen in our new office on **Tuesday, May 28, 2024**

#### **CLOSING DATES:**

To complete our move and office set up, **our office be closed on Friday, May 24th and Monday, May 27th.** Shipping will remain open. Orders must be received by noon May 23rd to avoid the closure times. Orders received after noon May 23 will be processed May 28.

#### **Please**

- Update your records to reflect our new address. (Please ensure that Accounts Receivable and Accounts Payable are being sent to the new address.)
- Sales, Marketing, Customer Care, Project Management, Accounting and Distribution will be centrally located at the new Trapp Avenue address.

#### **Contact US:**

Our email addresses and telephone numbers, remain **unchanged:**

**Telephone: 604-430-2020**

**Toll Free: 1-800-460-7019**

**Purchase Orders:**

**orders@sustainablesolutions.com**

questions?

info2024@sustainablesolutions.com +1 800 460 7019

**Sustainable  
Solutions**