

3 November 2017

## OFFICE RELOCATION ANNOUNCEMENT

Enable New Zealand is pleased to announce that it will be moving, as part of the previously advised relocation of the Palmerston North Head Office, on Friday, 10 November 2017.

Our new address will be **1<sup>st</sup> Floor, 585 Main Street, Palmerston North.**

The Palmerston North office will be closed from 12noon on Friday 10 November until 12noon on Monday, 13 November while both our staff and technology migrate to the new premises.

**Our telephone system, referral management systems and email will not be available during the closed period, with the exception of ENABLE ONLINE systems (eg EMS, Hearing service and the Spectacle Subsidy service, which will all still be available during this time.**

Please note, however, that we will only be able to respond to urgent requests for service during the closure period between Friday 10th and Monday 13th. Requests for urgent service during normal business hours during this period should be directed to the following contact numbers:

ACC Housing Modifications Service:	027 576 4768
Ministry of Health Housing Service:	027 576 4768
Delivery / freight:	027 570 6153
Ministry of Health Equipment:	027 570 6153
Ministry of Health Spectacles Subsidy:	027 609 0066
Ministry of Health Hearing Aid Services:	027 609 0066
Enable New Zealand NASC	027 291 6121

We have taken all possible steps to minimise disruption to services, however there may be some minor delays to services such as Band 1 List Equipment supply. Band 1 List suppliers will not receive any electronic ECN order files or be able to return ECN invoices during this period.

Please accept our apologies in advance for any inconvenience caused by the relocation. A further communication will be published once normal operations have resumed on Monday 13 November.

Following the relocation, visitors to Enable New Zealand's Head Office will enter through our EASIE Living & Demonstration Centre, Ground Floor, 585 Main Street, Palmerston North.

Please also be advised that on 17 November, our Palmerston North warehouse will be relocating to 291 Tremaine Ave. A separate advice will be published in relation to the warehouse relocation. For further information about this please contact Kerry Hammington on 027 570 6153.

Regards  
Enable New Zealand