



EVERGREEN LINE

05 January 2022

To **Our Dear Valued Clients and Business Associates**,

First of all, we would like to express our heartfelt gratitude for your unending support to **EVERGREEN LINE**.

The recurrent surge of the COVID – 19 cases is alarming and has caused a tremendous impact to all of us particularly on our daily life activities.

As we would like to stand by our commitment and dedication to provide quality service to all of you despite this current pandemic we are all facing we also need to ensure the safety of both our valuable clients and business associates as well as our employees at all times.

In this regard, we are asking for your full cooperation on the following safety measures that we will strictly implement effective January 10, 2022 (Monday).

1. **ONLY** vaccinated individuals will be allowed to enter the counter and waiting areas of the office.
2. **Valid government Identification Card and Vaccination Card** are required to be presented prior to entrance to the office counter and waiting areas.

We also highly encourage to process your business transactions online and pay thru bank transfer.

Rest assured that **EVERGREEN LINE** is geared towards providing the best quality service to you our very important clients.

Again, our utmost appreciation for your valuable support, understanding and consideration at this trying times.

Thank you very much.

Very truly yours,

THE MANAGEMENT

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Makati City, Philippines 1226
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Fax: (02) 8886-0697, 8886-6266 8886-0241
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MANILA (PIER) OFFICE:
Unit E 254 Myers Bldg., Velco Center
R.S. Oca cor. Delgado St.,
South Harbor, Port Area, Manila
Tel.: (02) 7960-2844
(02) 8242-7085, 8243-0327

CEBU OFFICE:
Unit 201 Cebu International Finance Corp.
Towers (CIFC), J. Luna Ave. cor.
J. L. Briones Ave., North Reclamation Area
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Tel.: (032) 232-5011 to 15
Fax: (032) 231-4070

DAVAO OFFICE:
Damosa Business Center
Unit 7 Damosa Complex
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GENERAL SANTOS OFFICE:
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0917-5653604
0949-9586592

CAGAYAN DE ORO OFFICE:
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