



October 31, 2018

**TO ALL FDNY APPROVED COMMERCIAL COOKING EXHAUST CLEANING AND PORTABLE FIRE EXTINGUISHER COMPANIES WHO PLACED ORDERS BY SEPTEMBER 21<sup>ST</sup> 2018.**

We are aware that few companies who placed orders between June 4<sup>th</sup> and September 21<sup>st</sup> have NOT received their completed shipment as of today. We apologize for this inconvenience. We want you to know that we are working diligently with Vanguard to resolve all issues.

Previously, we set an implementation date to November 1<sup>st</sup> for this new program. Since some companies still have NOT received their orders, we are extending the implementation date to **November 15<sup>th</sup>, 2018**. Former or new tags and decals may be utilized until November 14<sup>th</sup>.

Starting November 15<sup>th</sup>, new tags and decals will be enforced.

Customers who placed orders for Certificate of Fitness Stamps and Rangehood Decals:

All Certificate of Fitness stamps and Rangehood decals will be delivered to you today (October 31<sup>st</sup>). If you do not receive it, please contact Vanguard at ([jmehl@vanguarddirect.com](mailto:jmehl@vanguarddirect.com)) with your order details to get everything resolved.

Customers who placed orders for Portable Fire Extinguisher Tags:

Virtually all the Portable Fire Extinguisher orders have been shipped and will be delivered to you by today (October 31<sup>st</sup>), the remaining orders will be delivered by end of Friday, November 2<sup>nd</sup>.

You will get an e-mail notification before your order ships out. If your PFE order is not delivered to you by end of Friday please contact Vanguard at ([jmehl@vanguarddirect.com](mailto:jmehl@vanguarddirect.com)) with your order details to get everything resolved.

**Use this letter as proof of the new implementation date, November 15<sup>th</sup>, 2018 for your clients.**

*Thank you for your understanding.*

FDNY