



# Hewlett Packard Enterprise

14 February 2020

RE : Change of Office Address

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This is to inform you that effective **Monday, 24 February 2020**, Hewlett-Packard Philippines Corporation will move to its new office address as follows:

Old Address	New Address
Hewlett-Packard Philippines Corporation 37/F Robinsons Summit Center, 6783 Ayala Avenue Makati City, Metro Manila 1200 Philippines	Hewlett-Packard Philippines Corporation 25/F Twenty-Five Seven McKinley, 25th Street corner 7th Avenue, Bonifacio Global City, Taguig City, Metro Manila 1630 Philippines

In line with the above, please be advised that effective **1 March 2020** our sales invoice and legal quotes will reflect the new address. Further, on Saturday, **29 February 2020**, there will be a system downtime as we update our system to reflect this change.

Please change your records to reflect our new address and kindly direct all future correspondence to the new address found above. Also, kindly endeavor to make necessary preparations in line with the system downtime to avoid any business disruption.

Thank you for your support.

Sincerely,

Huey Lih Heng

Managing Director (Acting)

Hewlett Packard Enterprise - Philippines