



November 2019

Dear Customer

We are fast approaching the Christmas and New Year period. We are writing to let you know our operational hours during this time.

Our Head Office will run a skeleton staff from 24th December 2019 to 1st January 2020 inclusive. The table below shows the office opening times and emergency engineer support during this time. Please note the office will be closed and there will be no engineer support available on Christmas Day, Boxing Day and New Years' Day.

Date	Office Hours 01522 523548	Engineer Hours 01522 523548
Monday 23 rd December	9am – 5.30pm	Normal hours
Tuesday 24 th December (Christmas Eve)	10am – 4pm	10am – 4pm
Wednesday 25 th December (Christmas Day)	CLOSED	CLOSED
Thursday 26 th December (Boxing Day)	CLOSED	CLOSED
Friday 27 th December	9am – 5.30pm	Normal hours
Monday 30 th December	9am – 5.30pm	Normal hours
Tuesday 31 st December (New Years' Eve)	10am – 4pm	10am – 4pm
Wednesday 1 st January 2020 (New Years' Day)	CLOSED	CLOSED
Thursday 2 nd January 2020	9am – 5.30pm	Normal hours

Final deliveries for 2019

S4 - Thursday 12 th December	N2T - Tuesday 17 th December
N1 & N2 -- Wednesday 18 th December	S3 - Thursday 19 th December
L - Friday 20 th December	Deliveries will resume w/c 6 th January 2020 – please see your schedule for 2020 dates

Thank you for your continued support and we look forward to providing our services to you in 2020.

We wish you a very merry Christmas and a happy new year.

Yours sincerely

Nick Peel
Managing Director