

### **ROYAL MAIL AND COURIER CHRISTMAS DELIVERIES**

Below are the **Courier** and **Royal Mail** despatch schedules during the Festive period.

Please advise us if you are not open during this period and do not require an order.

Date	Royal Mail	Courier
Monday 20th December	Normal Service	Normal Service
Tuesday 21st December	Royal Mail advise last recommended despatch before Christmas	Normal Service
Wednesday 22nd December	Customers Own Risk	Normal Courier Service Earlier cut off time 12pm
Thursday 23rd December	Customers Own Risk	Pre 12 Courier Service only Earlier cut off time 12pm
Friday 24th December	No Collection	No Service
<b>All Postal and Courier Standing Orders due for despatch Monday 20th, Tuesday 21st, Wednesday 22nd and Thursday 23rd December will be sent on Monday 20th December</b>		
Monday 27th December	No Collection	No Service
Tuesday 28th December	No Collection	No Service
Wednesday 29th December	No Collection	Normal Courier Service Earlier cut off time 12pm
Thursday 30th December	No Collection	Pre 12 Courier Service only Earlier cut off time 12pm
Friday 31st December	No Collection	No Service
<b>All Postal Standing orders will be postponed this week Standing Orders due for despatch Monday 27th December, Tuesday 28th December, Wednesday 29th December and Thursday 30th December will be despatched on Wednesday 29th December</b>		
Monday 3rd January	No Collection	No Service
Tuesday 4th January 2022	Normal Service	Normal Courier Service Earlier cut off time 1pm
Wednesday 5th January	Normal Service	Normal Courier Service Earlier cut off time 1pm
Thursday 6th January	Normal Service	Normal Courier Service Earlier cut off time 1pm
<b>All Postal and Courier Standing Orders due for despatch Monday 3rd January will be despatch Tuesday 4th January</b>		
<b>Office Opening Hours</b>		
Monday 27th December	OFFICE CLOSED	
Tuesday 28th December	OFFICE CLOSED	
Wednesday 29th December - Friday 31st December	OPEN AS NORMAL (9am to 5pm)	
Monday 3rd January 2022	OFFICE CLOSED	
Tuesday 4th January 2022	OPEN AS NORMAL (9am to 5pm)	

*May we take this opportunity to thank you for your continued custom and support over the past year and wish you a Very Happy Christmas and New Year.*

