



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

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

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

<b>Date</b>	<b>Royal Mail</b>	<b>Courier</b>
Monday 19th December	Last recommended despatch before Christmas	Normal service
Tuesday 20th December	Customers Own Risk	Normal Service
Wednesday 21st December	Customers Own Risk	Normal Courier Service <b>Earlier cut off time 12pm</b>
Thursday 22nd December	Customers Own Risk	Pre 12 Courier Service only <b>Earlier cut off time 12pm</b>
Friday 23rd December	No Collection	No Collection
<b>All Postal and Courier Standing Orders due for despatch Tuesday 20th, Wednesday 21st and Thursday 22nd December will be sent on Tuesday 20th December</b>		
Monday 26th December <b>BOXING DAY BANK HOLIDAY</b>	No Collection	No Collection
Tuesday 27th December <b>CHRISTMAS DAY SUBSTITUTE BANK HOLIDAY</b>	No Collection	No Collection
Wednesday 28th December	Normal service	Normal Courier Service <b>Earlier cut off time 12pm</b>
Thursday 29th December	Normal Service	Pre 12 Courier Service only <b>Earlier cut off time 12pm</b>
Friday 30th December	Normal Service	No Collection
<b>All Postal Standing orders and Courier Standing Orders due for despatch Monday 26th December, Tuesday 27th December, Wednesday 28th December and Thursday 29th December will be despatched on Wednesday 28th December</b>		
Monday 2nd January <b>NEW YEARS BANK HOLIDAY</b>	No Collection	No Collection
Tuesday 3rd January	Normal Service	Normal Courier Service <b>Earlier cut off time 1pm</b>
Wednesday 4th January	Normal Service	Normal Courier Service <b>Earlier cut off time 1pm</b>
Thursday 5th January	Normal Service	Normal Courier Service <b>Earlier cut off time 1pm</b>
<b>All Postal and Courier Standing Orders due for despatch Monday 2nd January will be despatch Tuesday 3rd January</b>		
<b>Office Opening Hours</b>		
Monday 26th December	OFFICE CLOSED	
Tuesday 27th December	OFFICE CLOSED	
Wednesday 28th December - Friday 30th December	OPEN AS NORMAL (9am to 5pm)	
Monday 2nd January 2023	OFFICE CLOSED	
Tuesday 3rd January 2023	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.*



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