

Christmas & New Year Holidays

In common with the majority of our customers and suppliers, our Christmas shutdown period this year will be from noon on Wednesday 20th December 2017 until 8.00am Tuesday 2nd January 2018. No deliveries or collections will be possible during this period.

In order to facilitate the delivery of your supplies we would request the following notice period for consignments:-

Last orders received by 12pm **Tuesday 12th December 2017** to guarantee **delivery** to you by **Wednesday 20th December 2017**.

Last orders received by 12pm **Thursday 14th December 2017** for **collection** by **Tuesday 19th December 2017**.

We would appreciate your assistance in ensuring adequate notice of your orders prior to the shutdown to ensure deliveries arrive in time.

Please be aware a backlog of orders may exist when we return in January, and delivery periods may be extended from normal times immediately after the shutdown. Orders received between 20th December 2017 and 1st January 2018 will be processed on the 2nd January 2018 and delivery dates notified.

All departments will be closed during the shutdown period including Design Office, Customer Support and Software.

Thank you for your orders and we wish you a Merry Christmas and a Prosperous New Year.

Yours sincerely,

David Leaney
Managing Director