

Friday 2nd November 2018



NOTICE TO ALL CLIENTS

RE: WAREHOUSE OPERATIONAL HOURS

Please review the below information relating to seasonal factors that may impact your business, and share these with your internal Teams/Departments as required.

Seasonal Freight Volumes

As seasonal freight volumes increase, we are focused on how our freight is managed, and therefore the service delivery through to our end customers.

There are a number of initiatives which we have implemented to ensure the best chance of avoiding delays over this critical period, such as:

- Supplier analysis of departure times from all depots to all destinations
- Coordination of additional collections from our warehouses, tied into the above
- Online team prioritizing orders to ensure earliest freight collections are achieved

Warehouse Operational Hours

To assist with the planning through the holiday season for your business, please see the below table regarding warehouse operational hours:

Seasonal Operational Hours	FREIGHT PLACE 1 & 2			SAVILL DRIVE 1, 2 & 3		
	Opening Time	Final Order Cut-off	Closing Time	Opening Time	Final Order Cut-off	Closing Time
Friday, 14th December 2018	Standard hours of operation					
Saturday, 15th December 2018	CLOSED - SATURDAY					
Sunday, 16th December 2018	CLOSED - SUNDAY					
Monday, 17th December 2018	7.30am	11am	4.00pm	7.30am	11am	4.00pm
Tuesday, 18th December 2018	7.30am	11am	4.00pm	7.30am	11am	4.00pm
Wednesday, 19th December 2018	7.30am	11am	4.00pm	7.30am	11am	4.00pm
Thursday, 20th December 2018	7.30am	11am	4.00pm	7.30am	11am	4.00pm
Friday, 21st December 2018	7.30am	10am	12.30pm	7.30am	10am	12.30pm
Saturday, 22nd December 2018	CLOSED - SATURDAY					
Sunday, 23rd December 2018	CLOSED - SUNDAY					
Monday, 24th December 2018	7.30am	10am	12.30pm	7.30am	10am	12.30pm
Tuesday, 25th December 2018	CLOSED - CHRISTMAS DAY					
Wednesday, 26th December 2018	CLOSED - BOXING DAY					
Thursday, 27th December 2018	7.30am	11am	4.00pm	7.30am	11am	4.00pm
Friday, 28th December 2018	7.30am	10am	12.30pm	7.30am	10am	12.30pm
Saturday, 29th December 2018	CLOSED - SATURDAY					
Sunday, 30th December 2018	CLOSED - SUNDAY					
Monday, 31st December 2018	7.30am	10am	12.30pm	7.30am	10am	12.30pm
Tuesday, 1st January 2019	CLOSED - NEW YEARS DAY					
Wednesday, 2nd January 2019	CLOSED - DAY AFTER NEW YEARS DAY					
Thursday, 3rd January 2019	7.30am	11am	4.00pm	7.30am	11am	4.00pm
Friday, 4th January 2019	7.30am	11am	4.00pm	7.30am	11am	4.00pm
Saturday, 5th January 2019	CLOSED - SATURDAY					
Sunday, 6th January 2019	CLOSED - SUNDAY					
Monday, 7th January 2019	Standard hours of operation					

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Thank you for your cooperation throughout this period. Please let our Site Managers know if you have any queries regarding this message, or alternatively please contact Jesse Strickland from our Northern Regional Office.