



Environmental Science



Dear Customer,

## i2 Analytical – Christmas and New Year Opening Dates

We would like to make you aware of our arrangements for opening over the Christmas Holiday period.

A full table of opening dates and turnarounds is provided on the following page. All dates are based on samples arriving with us before 12pm on that day. Any samples received after this time will be processed with the following day being day 1.

**Please note that we will be closing at 1pm on 24/12/15 and 31/12/15.**

Collections will not be available as standard on 24/12/15 and 31/12/15. We advise against collections on these dates to help avoid potential issues with sample holding times.

We understand that some of our customers may have specific requirements over this period. If you feel that your requirements fall outside of our standard opening times please do not hesitate to contact us to discuss.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Rexona Rahman'.

Rexona Rahman  
Reporting Manager



Samples Arrive		3 Day T/A Due On	5 Day T/A Due On	7 Day T/A Due On	10 Day T/A Due On
Monday	14th Dec	16th	18th	22nd	29th
Tuesday	15th Dec	17th	21st	23rd	30th
Wednesday	16th Dec	18th	22nd	29th	31st
Thursday	17th Dec	21st	23rd	29th	4th
Friday	18th Dec	22nd	29th	30th	5th
Monday	21st Dec	23rd	29th	31st	6th
Tuesday	22nd Dec	29th	30th	4th	7th
Wednesday	23rd Dec	30th	31st	5th	8th
Thursday	24th Dec	<i>Not Offered</i>	4th	6th	11th
Friday	25th Dec	<b>CLOSED</b>			
Monday	28th Dec	<b>CLOSED</b>			
Tuesday	29th Dec	<i>Not Offered</i>	5th	7th	12th
Wednesday	30th Dec	<i>Not Offered</i>	6th	8th	13th
Thursday	31st Dec	<i>Not Offered</i>	7th	11th	14th
Friday	1st Jan	<b>CLOSED</b>			
Monday	4th Jan	<b>NORMAL SERVICE RESUMES</b>			