

Memo

13/11/2017

Christmas Closing - 2017

I have been looking at the Christmas dates and the following dates are when we will close after Christmas.

W/C 18th December – If everybody works their day off this week (Mon-Friday) then we will

Close 5pm on Friday 22nd December (Saturday 23rd is everybody's day off that week) anybody who has Saturday as their normal day off that week will have one day owed or finish on Thursday night 21st

Return to work on Thursday 4th January 2018.

It works out like this to my calculation but any queries please let me know

Saturday 23rd (day off w/c 18/12)

Sunday 24th

Monday 25th Bank Holiday

Tuesday 26th Bank Holiday

Wednesday 27th – Day 1

Thursday 28th – Day 2

Friday 29th – Day 3

Saturday 30th – (day off w/c 25/12)

Sunday 31st

Monday 1st Bank Holiday

Tuesday 2nd – Day 4

Wednesday 3rd – Day 5

I also will prepare the Christmas 10% discount PDF's tomorrow and I suggest we send them out with EVERY order with immediate effect and take as many forward as possible.

DG