

Marchwood (Southampton Sites)

Courier Collections

Although we appreciate there may be some samples that are dispatched and received in the days leading up to the Christmas break, **the last date for Marchwood organised courier collections is Wednesday 22nd December**. This service will recommence on **Tuesday 4th January**.

Laboratory Operations

The laboratory will be running a full analytical service up to and including **Thursday 23rd December** and a limited service on **Friday 24th December (Christmas Eve)** until 12:30pm. However, analyses that take more than one working day or those that are more complex may not be completed before the Christmas break.

Please ensure any samples are received at the laboratory **before Friday 24th December or after 4th January** as we will be closed and will not be able to receive samples between Christmas and the New Year.

Monday 20th December	Normal laboratory service
Tuesday 21st December	Normal laboratory service
Wednesday 22nd December	Normal laboratory service (last day for courier collections)
Thursday 23rd December	Normal laboratory service (last day for sample submission)
Friday 24th December	Limited laboratory service until 12:30pm
Monday 27th December	Bank holiday
Tuesday 28th December	Bank holiday
Wednesday 29th December	Laboratory closed
Thursday 30th December	Laboratory closed
Friday 31st December	Laboratory closed
Monday 3rd January	Bank holiday
Tuesday 4th January	Courier collections and normal laboratory service resume

Should you need to contact us on a matter of urgency during this period, please leave a telephone message on **023 8078 6979** or email **receptionmw@marchwood-scientific.co.uk**. Emails and messages will be checked intermittently by staff on duty.

We would like to take this opportunity to wish you and your colleagues a happy holiday and a wonderful New Year.