

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 21st December**. This service will recommence on **Tuesday 3rd January**.

Laboratory Operations

The laboratory will be running a full analytical service up to and including **Thursday 22nd December** and a limited service on **Friday 23rd December** 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 23rd December or after 3rd January** as we will be closed and will not be able to receive samples between Christmas and the New Year.

Monday 19th December	Normal laboratory service
Tuesday 20th December	Normal laboratory service
Wednesday 21st December	Normal laboratory service (last day for courier collections)
Thursday 22nd December	Normal laboratory service (last day for sample submission)
Friday 23rd December	Limited laboratory service until 12:30pm
Monday 26th December	Bank holiday
Tuesday 27th December	Bank holiday
Wednesday 28th December	Laboratory closed
Thursday 29th December	Laboratory closed
Friday 30th December	Laboratory closed
Monday 2nd January	Bank holiday
Tuesday 3rd 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 season and a wonderful New Year.

