

Christmas & New Year Arrangements 2024-2025



Marchwood (Manchester Site)

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 Friday 20th December**. This service will recommence on **Thursday 2nd January**.

Laboratory Operations

The laboratory will be running a full analytical service up to and including **Monday 23rd December** and a limited service on **Tuesday 24th 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 Tuesday 24th December or after 1st January** as we will be closed and will not be able to receive samples between Christmas and the New Year.

Monday 16th December	Normal laboratory service
Tuesday 17th December	Normal laboratory service
Wednesday 18th December	Normal laboratory service
Thursday 19th December	Normal laboratory service
Friday 20th December	Normal laboratory service (last day for courier collections)
Monday 23rd December	Normal laboratory service (last day for sample submission)
Tuesday 24th December	Limited laboratory service until 12:30pm
Wednesday 25th December	Christmas Day bank holiday
Thursday 26th December	Boxing Day bank holiday
Friday 27th December	Laboratory closed
Monday 30th December	Laboratory closed
Tuesday 31st December	Laboratory closed
Wednesday 1st January	New Year's Day bank holiday
Thursday 2nd 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 **07498 717886** or **07957 422879** or email **peter.allen@marchwood-scientific.co.uk** and **jenny.wraith@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.