

Christmas and New Year Arrangements 2023-2024



Marchwood (Southampton 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 Wednesday 20th December**. This service will recommence on **Tuesday 2nd January**.

Laboratory Operations

The laboratory will be running a full analytical service up to and including **Thursday 21st December** and a limited service on **Friday 22nd 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 22nd December or after 2nd January** as we will be closed and will not be able to receive samples between Christmas and the New Year.

Monday 18th December	Normal laboratory service
Tuesday 19th December	Normal laboratory service
Wednesday 20th December	Normal laboratory service (last day for courier collections)
Thursday 21st December	Normal laboratory service (last day for sample submission)
Friday 22nd December	Limited laboratory service until 12:30pm
Monday 25th December	Christmas Day bank holiday
Tuesday 26th December	Boxing Day bank holiday
Wednesday 27th December	Laboratory closed
Thursday 28th December	Laboratory closed
Friday 29th December	Laboratory closed
Monday 1st January	New Year's Day bank holiday
Tuesday 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 **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.