

## Christmas Working Hours

Throughout the Christmas period we have ensured that certain departments are open to help you throughout your busiest time of the year.

Please note the opening hours:

### **Commercial Support**

23<sup>rd</sup> December – 8am-8pm  
Christmas Eve – 9am -4pm  
Christmas Day & Boxing Day – Closed  
27 / 28<sup>th</sup> December – 10am – 5pm  
29<sup>th</sup> December - 8am – 8pm  
30<sup>th</sup> December – 8am -8pm  
New Years Eve – 8am – 4pm  
New Years Day – Closed  
2<sup>nd</sup> January – back to normal working hours (8am – 8pm)

### **Enable Support**

21<sup>st</sup> -23<sup>rd</sup> December - 8am – 8pm  
Christmas Eve – 10am – 6pm  
Christmas Day & Boxing day – closed  
27<sup>th</sup> / 28<sup>th</sup> December - 10am – 5pm  
29<sup>th</sup> December - 8am – 8pm  
30<sup>th</sup> December – 8am – 8pm  
New Years Eve – 8am – 4pm  
New Years Day - Closed  
2<sup>nd</sup> January - back to normal working hours (8am – 8pm)

### **Distribution Centre (Banbury)**

21<sup>st</sup> – 23<sup>rd</sup> December - normal working day  
Christmas Eve - 10am – 6pm  
Christmas Day to the 28<sup>th</sup> – Closed  
Boxing Day – Closed  
29<sup>th</sup> – 30<sup>th</sup> December – normal working hours (9am-5.30pm)  
New Years Eve - 6am-2pm (11.30am last order)  
New Years Day – Closed  
2<sup>nd</sup> January – back to normal working hours

02/12/2009

## **Sales Support**

23<sup>rd</sup> December – 8am – 5pm

Christmas Eve – 8am -4pm

Christmas Day - Closed

Boxing Day – Closed

27<sup>th</sup> December – 9am – 5pm

28<sup>th</sup> December – 8am till 5pm

29<sup>th</sup> December - 8am – 5pm

30<sup>th</sup> December - 8am – 5pm

31<sup>st</sup> December – 8am – 4pm

New Years Day – Closed

2<sup>nd</sup> January - 9am – 5pm

## **Corporate Support**

23<sup>rd</sup> December – 9am -5pm

Christmas Eve – 9am – 5pm

Christmas Day – Closed

Boxing Day - Closed

27<sup>th</sup> - 31<sup>st</sup> – 9am – 5pm

New Years Day – Closed

2<sup>nd</sup> January - 9am – 5pm

## **Retail Support**

23<sup>rd</sup> December – 8am – 8pm

Christmas Eve – 8am – 4pm

Christmas Day – Closed

Boxing Day - Closed

27<sup>th</sup> – 28<sup>th</sup> December - 10am – 5pm

29<sup>th</sup> – 30<sup>th</sup> December – 8am -8pm

New Years Eve - 8am till 4pm

New Years Day – Closed

2<sup>nd</sup> January – 8am – 8pm

## **BB sales**

23<sup>rd</sup> December - 8am – 10pm

Christmas Eve – 8am -4pm

Christmas Day – Closed

Boxing Day – 9am – 5pm

27<sup>th</sup> – 30<sup>th</sup> December - 8am – 10pm

31<sup>st</sup> December - 8am – 5pm

2<sup>nd</sup> January - 8am – 10pm

02/12/2009

Company Restricted

Orange - Use pursuant to Company Instructions

## **BB Support**

23<sup>rd</sup> December – 8am – 8pm

Christmas Eve – 8am – 4pm

Christmas Day - Closed

Boxing Day – Closed

27<sup>th</sup> December – 10am – 5pm

28<sup>th</sup> December – 10am – 5pm

29<sup>th</sup> December - 8am – 8pm

30<sup>th</sup> December – 8am – 8pm

New Years Eve - 8am – 4pm

New Years Day – Closed

2<sup>nd</sup> January – 8am - 8pm

## **Finance**

22<sup>nd</sup> – 24<sup>th</sup> December - 9am – 5.30pm

Christmas Day – closed

Boxing Day – closed

29<sup>th</sup>-31<sup>st</sup> December – 9am-5.30pm

New Years Day – closed

2<sup>nd</sup> January - back to normal working hours

We would like to take this opportunity to wish you all a Merry Christmas and a Happy New Year and we look forward to working with you all in 2010.

Channel Marketing

02/12/2009

Company Restricted

Orange - Use pursuant to Company Instructions