

London Depot: Placing Orders & Delivery Days for 2025 Festive Trading Period

Dear Customer,

To help you plan your ordering schedule over the festive trading period we are pleased to confirm key details about our ordering times and delivery schedule from our **London depot**. Please share with your colleagues that plan and place orders or schedule teams to receive deliveries.

From Monday 1st December to Tuesday 23rd December please place orders based on your normal order processing and delivery schedule.

Office and Depot closure times

Through Christmas week and over the New Year our offices and depot will be closed on Thursday 25th December, Friday 26th December, Thursday 1st January and Friday 2nd January. We will not process orders or make deliveries on these days.

For these two weeks please work on the following order and delivery service:

ORDERS TO BE PLACED BY	DELIVERY DAY
1:00pm Monday 22 nd December	Tuesday 23 rd December
1:00pm Tuesday 23 rd December	Wednesday 24 th December
12:00pm Wednesday 24 th December	Monday 29 th December
1:00pm Monday 29 th December	Tuesday 30 th December
1:00pm Tuesday 30 th December	Wednesday 31 st December
1:00pm Wednesday 31 st December	Monday 5 th January 2026
1:00pm Monday 5 th January 2026	Tuesday 6 th January 2026

Normal order processing and delivery service resumes Monday 5th January 2026

Should you have any questions about these arrangements please do not hesitate to contact our depot team or your account manager.

Thank you for your continued business and we wish you a Merry Christmas and a Happy and prosperous New Year!

Yours sincerely,

Patrick Groves
Regional Operations Manager
020 8801 0011