

2018/19 Christmas and New Year Holidays

Both the Chamber and the International Trade Export Documentation department will be closed during the festive period.

To assist companies the documentation department will operate a reduced service during the festive season for businesses remaining open.

Date	Chamber Times	Counter Service (charge applicable)
Monday 17 th December to Thursday 20 th December 2018	Normal service 0900 to 1700 hours	Normal service 1000 to 1200 hours 1400 to 1600 hours
Friday 21 st December 2018	0900 to 1600 hours	Reduced service 1000 to 1200 hours 1400 to 1500 hours
Monday 24 th December 2018 to Tuesday 1 st January 2019	Closed See urgent advice below	Closed See urgent advice below
Wednesday 2 nd January 2019	Normal service 0900 to 1700 hours	Normal service 1000 to 1200 hours 1400 to 1600 hours

Urgent Advice and Electronic Certificates

For any of our Express Electronic Certificate customers, urgent documentation or advice, the documentation department will operate for four days in between Christmas and the New Year.

Date	Urgent Advice	Electronic Certification
Monday 24 th December 2018	1400 to 1600 hours	1400 to 1600 hours
Thursday 27 th December 2018	1400 to 1600 hours	1400 to 1600 hours
Friday 28 th December 2018	1400 to 1600 hours	1400 to 1600 hours
Monday 31 st December 2018	1400 to 1600 hours	1400 to 1600 hours

On the 24th December and 31st December 2018 please contact Mandy Lockett on 07974948091 or Stef Heywood on 07813339008

On the 27th and 28th December please contact either Marie White on 07557904345 or Stephanie Warrington on 07557964540