

November 2011

Dear Customer,

**Re: Christmas Deliveries 2011**

Please find below details for planned despatch of orders over the Christmas period. If you wish to make alternative arrangements, or cancel or change your order during this period, please let us know by latest Thursday 1 December.

Direct Dial to Sales and Customer Services:

T: 01296 711250

F: 01296 714806

E: [melanie.hatton@tcsgroup.co.uk](mailto:melanie.hatton@tcsgroup.co.uk)

[sheila.cherry@tcsgroup.co.uk](mailto:sheila.cherry@tcsgroup.co.uk)

Week commencing 5 December 2011

Orders due delivery this week will be despatched as normal

Week commencing 12 December 2011

Orders due delivery this week will be despatched as normal

Week commencing 19 December 2011

All orders due delivery this week will be despatched on Monday 19 December.

Week commencing 26 December

All orders due this week will be despatched on Tuesday 20 and Wednesday 21 December.

**There will be no items sent out during week commencing 26 December**

**Our offices will be closed early pm on Friday 23 December.**

**We will also be closed on 26, 27 December and 2 January 2012.**

Normal deliveries will resume from Tuesday 3 January 2012.

Thank you for your custom and support during this year. On behalf of everyone at TCS Biosciences Ltd I would like to wish you a Merry Christmas and a Happy New Year.

Yours faithfully,

TCS BIOSCIENCES LTD

A handwritten signature in blue ink, appearing to read 'melanie', written over a horizontal line.

Melanie Hatton

Customer Services Co-Ordinator



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ISO 9001

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