

November 2017

Dear Customer,

Re: Christmas Deliveries 2017

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 Monday 11 December**.

Direct Dial to Sales and Customer Services:

T: 01296 711250 F: 01296 714806

E: sales@tcsgroup.co.uk

Week commencing 4 December 2017

Orders due delivery this week will be despatched as normal.

Week commencing 11 December 2017

Orders due delivery this week will be despatched as normal.

Week commencing 18 December 2017

All orders due this week will be despatched on Monday 18 and Tuesday 19 December.

Week commencing 25 December 2017

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

Please note if your amendment is not received by the requested time we may not be able to meet your requirement

Normal deliveries will resume from Tuesday 2 January 2018

Our offices will close at 5pm on Thursday 21 December until 8.30am on Wednesday 27 December and will close again from 5pm Thursday 28 December until 8.30am on Tuesday 2 January.

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 'mhatton', is written over a light blue horizontal line.

Melanie Hatton
Customer Services Co-ordinator



ISO 9001 FS 28907
ISO 14001 EMS 590359