

As the year comes to a close, we wish to keep you informed about our operational schedule during the Christmas and New Year period. We trust this will assist you and your customers to plan effectively.

Winstone Wallboards Ltd will be closed from Friday 20 December 2024, to Monday 6 January 2025.

## 1. Contact Centre and Technical Helpline

The Contact Centre and Technical Helpline will close at 2.00pm on Friday 20 December 2024 and re-open on Monday 6 January 2025.

• For Freight into Store delivery prior to Christmas: Please order by 5pm on Tuesday 17 December 2024.

Please note that Freight into Store orders received after 17 December may not be delivered until the New Year.

• Final deadline for 2024 orders - all orders must be submitted by 10am Friday 20 December 2024. To ensure prompt processing, please place your orders before this time.

## 2. Distribution Centres

Despatch operations will close on Friday 20 December 2024, and will reopen on Monday 6 January 2025. Delivery services will resume on the same day.

## 3. Special Cuts

Friday 22 November 2024 will be the last day for placing special cut orders for the 2024 calendar year. Order placements will resume on Monday 20 January 2025, in accordance with our CSP lead-times.

Please communicate this information to the relevant individuals in your organisation. We thank you for your continued support. If you have any questions or require further information, please feel free to reach out. The GIB<sup>®</sup> Team 0800 100 442