

With Christmas rapidly approaching, we are taking this opportunity to notify you of our operational arrangements over the Christmas and New Year period.

### Sample Receipt and Collection

As Geolabs laboratories have round-the-clock manned security arrangements at Geolabs Limited, customers will still be able to deliver samples to us at any time and will be granted access to a secure storage facility at our premises by site security personnel over the Christmas and the New Year period.

If you require Geolabs to collect, or arrange collection by courier, the last date to request a collection is

**Friday 18<sup>th</sup> December 2020.**

Normal service will recommence on **Monday 4<sup>th</sup> January 2021.**

### Laboratory Operations

Both Geolabs laboratories will be operational up to and including Thursday 24<sup>th</sup> December 2020 and will recommence normal operational procedures on Monday 4<sup>th</sup> January 2021.

The Watford and Birmingham laboratories arrangements for the Christmas and New Year period are as follows:

**Thursday 24<sup>th</sup> December**

Normal laboratory operations until 14:00pm

**Friday 25<sup>th</sup> December**

Closed for Bank Holiday

**Monday 28<sup>th</sup> December**

**Tuesday 29<sup>th</sup> December**

**Wednesday 30<sup>th</sup> December**

**Thursday 31<sup>st</sup> December**

Although the laboratory is closed during this period, there will be staff on-site performing maintenance work and progressing essential laboratory testing

**Friday 1<sup>st</sup> January 2021**

Closed for Bank Holiday

**Monday 4<sup>th</sup> January 2021**

Normal courier and working operations resume.

Should you need to contact the laboratory during the Christmas and New Year closure, please email

[admin@geolabs.co.uk](mailto:admin@geolabs.co.uk)

All emails will be monitored by staff either on-site or remotely over the holiday period and a response will be forwarded to you by any email or telephone by a member of the Geolabs team where required.

Finally, we would like to take this opportunity to wish you all a very Merry Christmas and a prosperous New Year!

