



#### **Dear Customer**

We are fast approaching our Bolton move date of 25th September, as such we would like to take the opportunity to advise you of some key order cut off dates so that you can make any necessary arrangements in advance of the move.

Should you have any queries regarding the below, please do not hesitate to contact your Sales Representative.

# RSL Key Dates 2017 25th September.

#### Last order date:

Wednesday 20<sup>th</sup> September. Cut off time 1:00pm.

### Last shipment date:

Thursday 21st September.

## Last customer collection date for stocked items from Stockport site:

Thursday 21st September.

In order to help with the movement of stock between warehouses there will be no deliveries to customers on Friday 22<sup>nd</sup> or Monday 25<sup>th</sup> September.

It will be business as usual from Monday 25<sup>th</sup> September with regards to order taking and manufacture.

Any orders received after Monday 18<sup>th</sup> September that can't be fulfilled by the Stockport site by Thursday 21<sup>st</sup> September, are to be placed onto Oracle with a scheduled shipping date from Monday 25<sup>th</sup> September.