

Memorandum

**FROM: Michelle Blake, Business Development Manager**

**DATE: 27 November 2018**

**SUBJECT: LABPLUS CHRISTMAS AND NEW YEAR COURIER SCHEDULE**

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Please find below the courier schedule for referred work to LabPLUS for the upcoming Christmas and New Year public holidays.

**Christmas:**

Friday 21st December: Usual service

**Monday 24<sup>th</sup> December: No pick up**

**Tuesday 25<sup>th</sup> December (Christmas Day): No pick up**

**Wednesday 26<sup>th</sup> December (Boxing Day): No pick up**

Thursday 27<sup>th</sup> December: Usual service resumes

**New Year:**

Friday 28<sup>th</sup> December: Usual service

**Monday 31<sup>st</sup> December: No pick up**

**Tuesday 1<sup>st</sup> January (New Year's Day): No pick up**

**Wednesday 2<sup>nd</sup> January (Day after New Year's Day): No pick up**

Thursday 3<sup>rd</sup> January: Usual service resumes





**LabLINK (the laboratory call centre):**

Will not be operating over the public holidays and will operate on reduced hours over the two short weeks.

Monday 24<sup>th</sup> December: Reduced Hours 8am – 6pm

Tuesday 25<sup>th</sup> - Wednesday 26<sup>th</sup> December: Call forwarded to laboratory

Thursday 27<sup>th</sup> December - Friday 28<sup>th</sup> December: Reduced Hours 8am – 6pm

Saturday 29<sup>th</sup> - Sunday 30<sup>th</sup> December: Call forwarded to laboratory

Monday 31<sup>st</sup> December: Reduced Hours 8am – 6pm

Tuesday 1<sup>st</sup> January - Wednesday 2<sup>nd</sup> January 2019: Call forwarded to laboratory

Thursday 3<sup>rd</sup> January - Friday 4<sup>th</sup> January: Reduced Hours 8am – 6pm

Saturday 5<sup>th</sup> - Sunday 6<sup>th</sup> December: Call forwarded to laboratory

Monday 7<sup>th</sup> January: Usual service resumes

Calls outside these hours will be forwarded to the laboratory through an automated system.

LabPLUS thank you for your cooperation and apologise for any inconvenience this may have caused.



Committed to excellence  
Kia Tu Tika