

Memorandum

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

**DATE: 29 November 2019**

**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:**

Monday 23<sup>rd</sup> December: Usual Service

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

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

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

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

**New Year:**

Monday 30<sup>th</sup> December: Usual Service

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

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

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

Friday 3<sup>rd</sup> December: 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 23<sup>rd</sup> - Tuesday 24<sup>th</sup> December: Reduced Hours 8am – 6pm
- **Wednesday 25<sup>th</sup> - Thursday 26<sup>th</sup> December: Call forwarded to laboratory**
- Friday 27<sup>th</sup> December: Reduced Hours 8am – 6pm
- Saturday 28<sup>th</sup> - Sunday 29<sup>th</sup> December: Call forwarded to laboratory
- Monday 30<sup>th</sup> - Tuesday 31<sup>st</sup> December: Reduced Hours 8am – 6pm
- **Wednesday 1<sup>st</sup> January - Thursday 2<sup>nd</sup> January 2020: Call forwarded to laboratory**
- Friday 3<sup>rd</sup> January: Reduced Hours 8am – 6pm
- Saturday 4<sup>th</sup> - Sunday 5<sup>th</sup> December: Call forwarded to laboratory
- Monday 6<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