



Royal Mail

**IN OR  
OUT?  
GIVE US  
A SHOUT**

.....  
Let us know when you're away  
over the festive season



Complete this form and hand to your driver by Saturday 3 December.

\*Please note, collections on 24 December and 31 December are only available if you have a regular Saturday collection.

\*\*No collections will be made in Scotland on Tuesday 3 January, due to a bank holiday.

For more festive info, visit [royalmail.com/greetings](http://royalmail.com/greetings)

Business name	
Contact name	
Address	
Postcode	
Phone number	
FIR barcode number	

Please mark with a cross the days you'll be **closed**.

Mon 19 Dec	Tue 20 Dec	Wed 21 Dec	Thu 22 Dec	Fri 23 Dec
Sat 24 Dec*	Sun 25 Dec	Mon 26 Dec	Tue 27 Dec	Wed 28 Dec
	Christmas Day – no collections	Boxing Day – no collections	Bank holiday – no collections	
Thu 29 Dec	Fri 30 Dec	Sat 31 Dec*	Sun 1 Jan	Mon 2 Jan
			New Year's Day – no collections	Bank holiday – no collections
Tue 3 Jan**	Wed 4 Jan	Thu 5 Jan	Fri 6 Jan	Sat 7 Jan

If you'll be closed for longer, please complete this section:

Closed from:	
Open from:	

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