

## ORDER & SHIPMENT DEADLINES DECEMBER 2021



### Publications & Reference standard orders<sup>(1)</sup>

EXCEPTIONS

- Temperature controlled shipments
- Standards classified as dangerous
- Controlled standards

#### PROCESSING

Order reception deadline for shipments in 2021: **December 21st - 10 am (CET)** - see exceptions below. Orders received after December 21st will be shipped in January. Please refer to the estimated shipping date mentioned on the "Prior to dispatch note".

#### SHIPMENT

Shipments will continue, including in weeks 51 and 52 - see exceptions below. If you are not going to be able to receive or clear your order due to your own closure, please mention your closure dates clearly on the order.

#### CANCELLATIONS

Administrative services will be closed from **December 23rd until January 3rd - 8 am (CET)**. We will NOT be able to honour any order or shipment cancellations received during this period.

#### PROCESSING

Order reception deadline for a shipment in 2021<sup>(2)</sup>: **December 6th - 10 am (CET)**.

#### SHIPMENT

No shipments in weeks 51 and 52.

***Wishing you a Happy Festive Season!***

(1) If we have received all the relevant information/documents and/or we have the approval from our financial department. Nevertheless, we cannot guarantee any specific shipping date in 2021 nor any arrival date since our couriers are third-party contractors.

(2) Provided we have found a suitable carrier to deliver to your area.