

ORDER & SHIPMENT DEADLINES

DECEMBER 2023

Publications & Reference standard orders¹

PROCESSING

Order reception deadline for shipments in 2023:

December 18th - 10 am (CET) - see exceptions below.

Orders received after December 18th will be shipped in January 2024. Please refer to the estimated shipping date mentioned in the "Prior to dispatch note".

SHIPMENT

Publications: shipments will continue, including in week 52.

Reference Standards: shipments will continue until week 51 - **see exceptions below.**

Please note that there will not be any shipments on week 52.

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 in the order.**

CANCELLATIONS

Administrative services will be closed from **December 21st until January 2nd - 8 am (CET).**

We will NOT be able to honour any order or shipment cancellations received during this period.

Exceptions

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

PROCESSING

Order reception deadline for a shipment in 2023²:

December 6th - 10 am (CET).

SHIPMENT

No shipments in weeks 52.

(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 2023 nor any arrival date since our couriers are third-party contractors.

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