



## 2018 Christmas and New Year Card Production and Processing

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The time is fast approaching where everyone starts to celebrate the festive season.

This email is to advise you that our **last day of business will be Thursday 20th December, 2018** and we will reopen on Thursday 3rd January, 2019.

Should you be placing a new order for Digital cards, and require a live proof, the approval needs to be signed and received by us by close of business on Monday 3rd<sup>d</sup> December 2018 to despatch your order before Christmas.

Should you be placing an order for PVC cards or RFID products, the PDF approval needs to be signed and received us before close of business on Friday 16th November, 2018 to despatch your order before Christmas Closure.

For all processing of existing ongoing bureau and mail fulfilment, whilst we will endeavour to complete work prior to our shutdown, there is always the possibility of us being unable to complete processing prior to our last few days so we ask where ever possible to supply files earlier.

While we trust that the shutdown does not inconvenience you please remember our Sales Representatives are here to assist should you have any queries or any up and coming special projects you would like to discuss around this period.

Questions or comments? E-mail us at [sales@plasticcard.com.au](mailto:sales@plasticcard.com.au) or call us on 1800 815 512