

END OF YEAR CLOSURE DATES 2021

1029 Mountain Hwy
Boronia VIC 3155
PO Box 1001
Bayswater VIC 3153

T 03 8727 9000
F 03 8727 9099
E info@sayfa.com.au
ABN 69 135 681 113



SAYFA CLOSURE DATE: 12.00 noon Wednesday, 22nd December 2021

SAYFA RECOMMENCEMENT DATE: 7.00 am Tuesday, 11th January 2022

SALES DEPARTMENT

CUT-OFF DATE: 10.00 am Tuesday, 21st December 2021
(For any new orders 2021)

PROJECT DESIGN DEPARTMENT

CUT-OFF DATE: Monday, 13th December 2021
(For any new projects 2021)

RECOMMENCEMENT DATE: Monday, 24th January 2022

OUTWARD GOODS DEPARTMENT

CUT OFF DATES:
LOCAL MELBOURNE METRO & COLLECTIONS: 12.00 noon Tuesday, 21st December 2021

INTERSTATE DELIVERIES:
- Small 12.00 noon Tuesday, 21st December 2021
- Bulk Standard 4.00 pm Monday 20th December 2021
- Bulk Custom 4.00 pm Friday 17th December 2021

RECOMMENCEMENT DATE: 7.00 am Tuesday, 11th January 2022*

*Subject to normal lead times as set out in the SAYFA customer order despatch policy

INWARDS GOODS DEPARTMENT

CUT OFF DATE: 4.00 pm Tuesday, 21st December 2021

RECOMMENCEMENT DATE: 7.00 am Tuesday, 11th January 2022

PRODUCTION DEPARTMENT

CUT OFF DATE: Friday, 10th December 2021

RECOMMENCEMENT DATE: Wednesday, 19th January 2022

NOTE

- Any production orders entered **after** the cut-off date will be processed **after** the **end of year** break, recommencing on the **Wednesday 19th January 2022**.