ISSUED BY	Alpine Payroll Limited, registered in England and Wales, Company No. 15491179
REGISTERED OFFICE	5 Brayford Square, London, England, E1 0SG
ADDRESSED TO	All Alpine Payroll customers

> Dear Valued Customer,
> As we head into the festive period, please see our opening times below so you can plan your payrolls ahead.

OPENING TIMES

DAY	STATUS	NOTES
Thursday 24 December	**Open until 12 noon**	No payrolls processed after 12 noon
Friday 25 December	**Closed**	Christmas Day
Monday 28 December	**Closed**	Bank holiday
Tuesday 29 December	Open as normal	9am to 5pm
Wednesday 30 December	Open as normal	9am to 5pm
Thursday 31 December	**Open until 12 noon**	No payrolls processed after 12 noon
Friday 1 January	**Closed**	New Year's Day
Monday 4 January	Open as normal	9am to 5pm

PLANNING YOUR PAYROLL

If you have a payroll falling over this period, please send your data in as early as possible so we can make sure your staff are paid on time. **Any payroll received after 12 noon on Thursday 24 December or Thursday 31 December will be processed on our next working day.**

THANK YOU

Thank you for your support this year. We wish you and your team a very Merry Christmas and a happy New Year.

Kindest regards,

The Alpine Payroll Team
cs@alpine-payroll.com · 03030 033 214 · alpine-payroll.com