

2017 - 2018
**EXPORT DOCUMENTATION DEPARTMENT
CHRISTMAS AND NEW YEAR OPENING TIMES**

Head Office

Tel: 0161 393 4310

e-mail: exportdocs@gmchamber.co.uk

Monday 18 th - Thursday 21 st December 2017	Normal Opening Hours 9.30am – 4.30pm
Friday 22 nd December 2017	Open 9.30am – 10.30am
Monday 25 th December 2017 - Monday 1 st January 2018	CLOSED – Airport office is open at limited times during Xmas and New Year
Tuesday 2 nd January 2018	Normal Opening Hours 9.30am – 4.30pm
Last day for Arab documentation Submission	Wednesday 20 th December 2017 – these documents will not be back until the New Year

Please note that the last date for any EC Standard applications is Thursday 21st December by 2pm and EC Express applications is Friday 22nd December by 10.30am.

Manchester Airport Office

Tel: 0161 489 3170

Suite 7, Building 308

World Freight Terminal

Manchester Airport M90 5PZ

e-mail: exportdocs@gmchamber.co.uk

Monday 18 th - Thursday 21 st December 2017	Normal Opening Hours 10.00am – 4.30pm
Friday 22 nd December 2017	Open
Monday 25 th December 2017 – Wednesday 27 th December 2017	CLOSED
Thursday 28 th December 2017	Open 11am – 1pm
Friday 29 th December 2017	Open 10 am – 1pm
Monday 1 st January 2018	CLOSED
Tuesday 2 nd January 2018	Normal Opening Hours 10.00am – 4.30pm
Last day for Arab documentation Submission	Tuesday 19 th December 2017 – these documents will not be back until the New Year

Please note that during the Christmas and New Year holiday no Arab British Chamber or Embassy documentation will be returned to the Greater Manchester Chamber of Commerce

May we take this opportunity to wish all our customers a Happy Christmas and New Year.