

Principal Civil Service Pension Scheme

St Ives: Move to new address and Christmas shutdown

ISSUE This PC tells you about St Ives Direct's Christmas shutdown and their move to a new address.

ACTION To note the shutdown information and new address details when ordering publications.

TIMING **Christmas shutdown - Monday 24th December 2007 to Tuesday 1st January 2008 inclusive.**

Change of address - from Wednesday 2nd January 2008.

Christmas/New Year shutdown

1. St Ives Direct (our print and supply contractor) will close for the Christmas and New Year holidays from close of business on Friday 21st December 2007 and re-open on Wednesday 2nd January 2008.
2. Whilst St Ives will aim to fulfil any orders they receive by 21st December before they shutdown for Christmas, please do not leave any urgent orders to the last minute!
3. During the shutdown period you can send orders or leave messages on St Ives' answerphone, which they will action on their return.

Change of address

4. St Ives Direct are moving premises in the New Year. From 2nd January 2008 their address will be:

St Ives Crayford Ltd
St Ives Direct
Optima Park
Thames Road
Crayford
Kent
DA1 4QX

5. **The dedicated phone number, fax number and e-mail address will not change.**

6. We will change the address on the publications order forms on our website on 21st December, but please remember to change the address on any publications order forms that you may have “saved” locally.

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