

OPERATIONAL MEMO

Memo #	OM-181 – Christmas Cubiquity Stationary Orders – Last orders
Title	Christmas Cubiquity Stationary Orders – Last orders until Jan 2025
Date of Issue	11 th Nov 2024
Written by	Sara Dipeolu – Customer Operations Specialist November 11, 2024
Reviewed by	GO Customer Ops

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Reason for Issue

To inform teams of last order cut off date for Cubiquity Stationary orders for delivery before Christmas 2024. Next scheduled delivery will not be until Jan 2025

Details

Cubiquity Warehouse will be closed between the below dates:

Closed from: *13:00 on Tuesday 24th December 2024*

Re-open at: *9.00am on Thursday 2nd January 2025*

December Cubiquity Stationary orders must be placed by Sunday 17th Nov for December delivery.

Therefore, we ask all stations to ensure they closely follow the order dates to ensure delivery before Friday 20th December.

All Stations (MO1) currently scheduled to place orders for December listed below:

AMS FAO LPL MXP
BFS GVA LTN STN
BRS LGW MAN TFS

For all other stations who need to raise an emergency order please raise your order by 5pm 17th November and send an email to easyJet@cubiquitymedia.com with the order reference.

Cut-Off to place orders: *5pm on Sunday 17th November 2024*

The orders dispatch date: *w/c Monday 25th November 2024*

The orders delivery date: *Before 17:00 on Friday 20th December 2024 (please note that standard delivery timeframes might be affected by the busy Christmas period and are subject to customs clearance).*

PLEASE NOTE THAT YOUR STANDARD ORDER PROCESS WILL THEN RESTART IN JANUARY 2025 – DATES TO BE PUBLISHED ON ORDERING PORTAL IN DECEMBER 2024

Please check your stock levels are sufficient to last through this period and advise Cubiquity of any requirements that you may have before the cut off date. We aim to have your stock cleared through customs and delivered before Cubiquity Warehouse closure dates.

Reminder that all stations must hold a minimum of 4 weeks additional stock to ensure that no emergency orders need to be placed.