

Closing Over the Christmas Period? Please Let us Know

By informing us of your opening/closing dates over the Christmas/New Years period we can ensure that deliveries and services are suspended and resumed at the appropriate times.

You only need to fill in this form if your business will be closed on work days other than the statutory holidays (December 25-28 & January 1-4).

Customer Number _____

Company Name _____

Street Address _____

Phone _____

Fax _____

Email _____

Person Authorising _____

Your Courier's name _____

The last date your business will require courier services will be:

Date (dd/mm/yy)	Time

The date your courier services are to resume:

Date (dd/mm/yy)	Time

Suspend mail collection services also?
 (tick if yes, leave blank if no or not applicable)

Additional comments

(e.g. special requirements, alternative contact, additional close/re-open dates):

Please email completed forms back to your nearest branch, for general enquiries please phone 0800 800 841.

Branch	Email ID
Whangarei	wre.branch@nzcouriers.co.nz
North Shore	nhb.branch@nzcouriers.co.nz
Auckland	akl.branch@nzcouriers.co.nz
Hamilton	hlz.branch@nzcouriers.co.nz
Tauranga	trg.branch@nzcouriers.co.nz
Rotorua/ Whakatane	rot.branch@nzcouriers.co.nz

Branch	Email ID
Taupo	tpo.branch@nzcouriers.co.nz
New Plymouth	npl.branch@nzcouriers.co.nz
Hawkes Bay	hby.branch@nzcouriers.co.nz
Palmerston North	pmr.branch@nzcouriers.co.nz
Wellington	wlg.branch@nzcouriers.co.nz

Branch	Email ID
Nelson/Blenheim	nbn.branch@nzcouriers.co.nz
Christchurch/West Coast	chc.branch@nzcouriers.co.nz
Dunedin	dud.branch@nzcouriers.co.nz
Timaru/Oamaru	tiu.branch@nzcouriers.co.nz
Central Otago/Queenstown	cno.branch@nzcouriers.co.nz
Invercargill/Southland	ivc.branch@nzcouriers.co.nz



Local
 Regional
 Inter-Island
 International