

Dealer Run Payments and Easter Operational Hours/Porting Timescales

Dealer Run Payments

Please take note of the following changes to the dealer payment run schedule:

1. Due to system updates the dealer payment run on the 29th March will be postponed by one day, therefore payments due will be received on the 1st April 2010 not 31st March 2010.
2. Due to the Easter Bank Holiday the dealer payment run on the 5th April will be delayed by one day, therefore payments due will be received on the 8th April 2010 not 7th April 2010.

If you have any questions about the change in schedule, please contact your Financial Account Manager on 020 8731 4480

Avenir Telecom Easter Operational Hours

Avenir Telecom Client Services Operational Hours	Logistics Operational Hours
Thurs 1 st April: Business as usual (08.30am - 18.00)	Thurs 1 st April: Business as usual (08.30am - 18.00)
Fri 2 nd April: Closed	Fri 2 nd April: Closed
Mon 5 th April: Closed	Mon 5 th April: Closed
Tues 6 th April: Business As Usual	Tues 6 th April: Business As Usual

Easter Porting Timescales

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Please submit all port requests 24-48 hours prior to the dates below to ensure you get the required port date.

Port Cut off dates - Non Bulk (1-25 inc handsets) 2 working days	Port Cut off dates - Bulk (25+ inc) 10 working days
Locked by Tues 30 th March - Port date Thurs 1 st April	Locked by Thurs 18 th March- Port date Thurs 1 st April
Locked by Weds 31 st March - Port date Tues 6 th April	Locked by Fri 19 th March - Port date Tues 6 th April
All ports submitted to Client Services after 1st April - Port date will be after 6 th April	

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All bulk ports submitted to Client Services after 1 st April - Port date available after 6 th April 2010	

Kind regards,

The Marketing Team