

April 2019 – MONTH END

Month End is a very important event in our business calendar for both NeoLife and our Distributors. It is our aim to provide the best possible service at all times and to facilitate the smoothest possible procedure.

We would appreciate your co-operation with the requirements noted in this communication.

<u>DATE</u>	<u>DAY</u>	<u>TIMES</u>	<u>DESCRIPTION</u>
30/04/2019	Tuesday	08h00 – 19h00	Month End – West Africa & Nigeria
01/05/2019	Wednesday	Offices Closed	Public Holiday
02/05/2019	Thursday Month End	08h00 – 20h00	Durban, Johannesburg, Kenya, Tanzania & Uganda
		08h00 – 18h00	Botswana, Cape Town, Eswatini, Lesotho and Namibia
		08h00 – 12h00	Nigeria & West Africa - Only open to World Team and President's Team members until 12h00
03/05/2019	Friday	08h00 – 12h00	Nigeria & West Africa - Pooling Day Only open to World Team and President's Team members until 12h00 Processing of faxed orders and provisional pooling East & Southern Africa
04/05/2019	Saturday	08h00 –	Pooling day for East and Southern Africa (Excluding Nigeria & WA)
06/05/2019	Monday	08h00 –	Open for the new Month of April 2019 Freighting of cheques to the different Distributor Centre's.
07/05/2019	Tuesday	08h00 – 10h00	Commission Cheques available for sorting and collection at the Johannesburg Distributor Centre.

“NB. The last day for Internet / Web orders will be on Thursday the 2nd of May 2019. Any orders after this day will be allocated to the new month.”

We would appreciate your co-operation with the requirements noted in this communication.

The Provisional Pooling will be available from 08h00 Friday, 26th April 2019. Should you require more information please contact your nearest NeoLife Distributor Centre.

Regards

NeoLife