

Glasslines 2023 shutdown and 2024 Re-open dates and Information.

Please read this carefully, as it differs from our usual Christmas/New Year shutdown schedule due to our factory relocation.

As mentioned in the webinar on 31 August 2023, this document outlines important dates for our shutdown and reopening.

We strongly recommend that you communicate with your clients well in advance to manage their expectations during this busy period. If you have any questions, please do not hesitate to contact us.

Please print this document and distribute it amongst your team as needed.

Essential notes for coming into the 2023 shutdown.

- The last day of deliveries will be 15/12/2023, Friday.
- We will adjust lead times to fill our production capacity until the last delivery, 15/12/2023.
- Please monitor our Daily Lead-time Update, which will give you the most accurate lead times.
- Below dates in the table are the intended order close-off dates, subject to production capacity.
- Large volume orders due for delivery in November & December need to be flagged to us as early as possible to ensure we schedule production accordingly.
- Urgent orders will be treated case-by-case, subject to complexity and capacity.
- ***For accurate order ETAs for orders, please reference your daily Order Confirmation Reports.***

Essential notes for 2024 start-up.

- Companywide start-up **15/01/2024, Monday**
- Deliveries will commence as per standard lead-time from 15/01/2024.

2023-24 Intended Operation dates. * These dates will change subject to capacity. *

Key to Various Processes

Process Name	Daily Cut Off	Example
IGU/DGU	12 pm	Double or Triple Glazed Units
Tough (RA) CTS	12 pm	Cut-to-size rough arrised float glass
Tough/Processed & Laminate	4 pm	Balustrades, Showers, Splashbacks, Mirrors, Laminate
Stock/Picture Framing Glass	12 pm	Float and Laminate stock sheets and picture framing glass
Reworks & Reorders	12 pm	Remake products resulting from a Glasslines error or damage.

Waikato, Bay of Plenty

Process	2023 Order Cut-Off	2023 Last Delivery	2024 Production Start	2024 Delivery Start
IGU/DGU	11/12/23	15/12/23	15/01/24	19/01/24
Tough (RA) CTS	14/12/23	15/12/23	15/01/24	16/01/24
Tough/Processed & Laminate	08/12/23	15/12/23	15/01/24	22/01/24
Stock/Picture Framing Glass	13/12/23	15/12/23	15/01/24	17/01/24
Reworks & Reorders	13/12/23	15/12/23	15/01/24	17/01/24

Auckland, Wellington, Levin, Kapiti

Process	2023 Order Cut-Off	2023 Last Delivery	2024 Production Start	2024 Delivery Start
IGU/DGU	11/12/23	15/12/23	15/01/24	19/01/24
Tough (RA) CTS	13/12/23	15/12/23	15/01/24	17/01/24
Tough/Processed & Laminate	08/12/23	15/12/23	15/01/24	22/01/24
Stock Sheets	13/12/23	15/12/23	15/01/24	17/01/24
Picture Framing Glass	11/12/23	15/12/23	15/01/24	16/01/24
Reworks & Reorders	12/12/23	15/12/23	15/01/24	18/01/24

Hawkes Bay

Process	2023 Order Cut-Off	2023 Last Delivery	2024 Production Start	2024 Delivery Start
IGU/DGU	11/12/23	15/12/23	15/01/24	19/01/24
Tough (RA) CTS	13/12/23	15/12/23	15/01/24	17/01/24
Tough/Processed & Laminate	08/12/23	15/12/23	15/01/24	22/01/24
Stock Sheets	13/12/23	15/12/23	15/01/24	17/01/24
Picture Framing Glass	13/12/23	15/12/23	15/01/24	17/01/24
Reworks & Reorders	13/12/23	15/12/23	15/01/24	17/01/24

Wanganui

Process	2023 Order Cut-Off	2023 Last Delivery	2024 Production Start	2024 Delivery Start
IGU/DGU	08/12/23	15/12/23	15/01/24	23/01/24
Tough (RA) CTS	12/12/23	15/12/23	15/01/24	17/01/24
Tough/Processed & Laminate	07/12/23	15/12/23	15/01/24	23/01/24
Stock/Picture Framing Glass	12/12/23	15/12/23	15/01/24	17/01/24
Reworks & Reorders	12/12/23	15/12/23	15/01/24	17/01/24

Palmerston North

Process	2023 Order Cut-Off	2023 Last Delivery	2024 Production Start	2024 Delivery Start
IGU/DGU	08/12/23	14/12/23	15/01/24	23/01/24
Tough (RA) CTS	12/12/23	14/12/23	15/01/24	17/01/24
Tough/Processed & Laminate	07/12/23	14/12/23	15/01/24	23/01/24
Stock/Picture Framing Glass	12/12/23	14/12/23	15/01/24	17/01/24
Reworks & Reorders	12/12/23	14/12/23	15/01/24	17/01/24

Whangarei

Process	2023 Order Cut-Off	2023 Last Delivery	2024 Production Start	2024 Delivery Start
IGU/DGU	07/12/23	13/12/23	15/01/24	22/01/24
Tough (RA) CTS	11/12/23	13/12/23	15/01/24	17/01/24
Tough/Processed& Laminate	06/12/23	13/12/23	15/01/24	22/01/24
Stock/Picture Framing Glass	11/12/23	13/12/23	15/01/24	17/01/24
Reworks & Reorders	11/12/23	13/12/23	15/01/24	17/01/24

Northland – Areas excluding Whangarei.

Process	2023 Order Cut-Off	2023 Last Delivery	2024 Production Start	2024 Delivery Start
IGU/DGU	05/12/23	11/12/23	15/01/24	22/01/24
Tough (RA) CTS	07/12/23	11/12/23	15/01/24	17/01/24
Tough/Processed& Laminate	04/12/23	11/12/23	15/01/24	22/01/24
Stock/Picture Framing Glass	07/12/23	11/12/23	15/01/24	17/01/24
Reworks & Reorders	07/12/23	11/12/23	15/01/24	17/01/24

Taranaki

Process	2023 Order Cut-Off	2023 Last Delivery	2024 Production Start	2024 Delivery Start
IGU/DGU	08/12/23	14/12/23	15/01/24	23/01/24
Tough (RA) CTS	12/12/23	14/12/23	15/01/24	17/01/24
Tough/Processed& Laminate	07/12/23	14/12/23	15/01/24	23/01/24
Stock/Picture Framing Glass	12/12/23	14/12/23	15/01/24	17/01/24
Reworks & Reorders	12/12/23	14/12/23	15/01/24	17/01/24