

Bulletin: 47-18

TO: All Greenheck Representatives
 FROM: Sue Wirkus, Sales Support Manager
 DATE: October 17, 2018
 SUBJECT: Thanksgiving Holiday



Greenheck office and manufacturing plants will be closed for business on **November 22 and 23** in observation of the Thanksgiving holiday. Any Quick Build orders needing to ship prior to Thanksgiving should be entered as follows:

Program Type	Entry date to Greenheck before 1 pm CST	Last date for program orders to ship
25-day QB	Oct. 17, 2018	Nov. 21, 2018
20-day QB	Oct. 24, 2018	Nov. 21, 2018
15-day QB	Oct. 31, 2018	Nov. 21, 2018
10-day QB	Nov. 7, 2018	Nov. 21, 2018
5-day QB	Nov. 14, 2018	Nov. 21, 2018
3-day QB	Nov. 16, 2018	Nov. 21, 2018
1-day QB	Nov. 20, 2018	Nov. 21, 2018
Parts	Nov. 21, 2018	Nov. 21, 2018

Program Type	Entry date to Greenheck before 2 pm CST	Last date for program orders to ship
QD	Nov. 21, 2018	Nov. 21, 2018

Please make note of our current product lead times to determine when you need product to ship prior to the shutdown.

Thank you for your patience and consideration.