

Bulletin: 51-18

TO: All Greenheck Business Partners  
 FROM: Sue Wirkus, Sales Support Manager  
 DATE: November 9, 2018  
 SUBJECT: Holiday Shutdown Schedule



## Holiday Schedule

In celebration of the upcoming holidays, Greenheck offices and manufacturing facilities will be closed **December 24, 25, 31 and January 1.**

### Quick Delivery (stock) and Parts orders

Greenheck distribution centers will be closed on the following dates:

	December	January
Dallas	24, 25, 26, 31	1
Greensboro	24, 25	1
Miami	25	1
Sacramento	24, 25, 31	1
Schofield	24, 25, 31	1

**\*\*Note: December 24 and 31 Dallas will be closing at noon**

December/January 2018-19				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24 Closed	25 Closed	26	27	28
31 Closed	1 Closed	2	3	4

Should you need assistance in these areas, please call 1-800-355-5354.

Below is a chart showing the cut-off dates for Quick Build programs:

Program Type	Entry Date to GFC <u>before</u> 1pm CST	Last Date for Program orders to ship	First Ship Date for QB orders if rec'd <u>after</u> 1pm CST on Dec. 21
25-day QB	Nov. 14, 2018	Dec. 21, 2018	Feb. 1, 2019
20-day QB	Nov. 21, 2018	Dec. 21, 2018	Jan. 25, 2019
15-day QB	Nov. 30, 2018	Dec. 21, 2018	Jan. 18, 2019
10-day QB	Dec. 7, 2018	Dec. 21, 2018	Jan. 11, 2019
5-day QB	Dec. 14, 2018	Dec. 21, 2018	Jan. 4, 2019
3-day QB	Dec. 18, 2018	Dec. 21, 2018	Jan. 2, 2019
1-day QB	Dec. 20, 2018	Dec. 21, 2018	Dec. 27, 2018

All Quick Build and Quick Delivery schedules will resume on December 26, 2018 and again on January 2, 2019.

Thank you for your patience and consideration.