

Bulletin: 48-19

TO: All Greenheck Representatives
 FROM: Sue Wirkus
 Manager, Customer Care Team
 DATE: November 14, 2019
 SUBJECT: Holiday Shutdown Schedule



Holiday Schedule

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

All manufacturing plants will also be closed Dec. 23 & Dec. 30. The office and Parts plant will be open with limited staffing on these days.

Quick Delivery (stock):

Greenheck distribution centers are **closed**:

	December	January
Dallas	24, 25, 31	1
Greensboro	24, 25	1
Miami	25	1
Sacramento	23, 24, 25, 31	1
Schofield	23, 24, 25, 30, 31	1

****Note: Dallas closes at noon on Dec. 24 & 31**

Any in-stock Parts order received prior to the standard cutoff times on Monday, Dec. 23 and Dec. 30 will ship same day. Orders scheduled for Dec. 26 and Jan. 2 may ship early on Dec. 23 and Dec. 30, respectively.

December/January 2019-20				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23 Closed	24 Closed	25 Closed	26	27
30 Closed	31 Closed	1 Closed	2	3

Please call 1-800-355-5354 for parts or contact your regional customer care team with questions. 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. 27th
25-day QB	Nov. 15, 2019	Dec. 27, 2019	Feb. 6, 2020
20-day QB	Nov. 22, 2019	Dec. 27, 2019	Jan. 30, 2020
15-day QB	Dec. 3, 2019	Dec. 27, 2019	Jan. 23, 2020
10-day QB	Dec. 10, 2019	Dec. 27, 2019	Jan. 16, 2020
5-day QB	Dec. 17, 2019	Dec. 27, 2019	Jan. 9, 2020
3-day QB	Dec. 19, 2019	Dec. 27, 2019	Jan. 7, 2020
1-day QB	Dec. 26, 2019	Dec. 27, 2019	Jan. 3, 2020

All Quick Build and Quick Delivery schedules resume on Dec. 26, 2019 and again on Jan. 2, 2020.

Thank you for your patience and consideration.