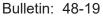
Sales & Marketing Bulletin





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 <u>will be</u> <u>open</u> with limited staffing on these days.

Quick Delivery (stock): Greenheck distribution centers are <u>closed</u>:

	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



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	24	25	26	27		
Closed	Closed	Closed				
30	31	1	2	3		
Closed	Closed	Closed				

Dec. 30 will ship same day. Orders scheduled for Dec. 26 and Jan. 2 may ship early on Dec. 23 and Dec. 30, respectively.

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.