

Bulletin: 53-18

TO: All Greenheck Representatives  
 FROM: Sue Wirkus  
 Manager, Customer Care Team  
 DATE: November 18, 2020  
 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, 31	1
Greensboro	24, 25	1
Miami	24, 25, 31	1
Sacramento	24, 25, 31	1
Schofield	24, 25, 31	1

**\*\*Note: Dec. 24 & 31 Miami & Dallas will be closing at Noon**

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:

December/January 2020-21				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24 Closed	25 Closed
28	29	30	31 Closed	1 Closed

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. 30th
25-day QB	Nov. 19, 2020	Dec. 30, 2020	Feb. 8, 2021
20-day QB	Nov. 30, 2020	Dec. 30, 2020	Feb. 1, 2021
15-day QB	Dec. 7, 2020	Dec. 30, 2020	Jan. 25, 2021
10-day QB	Dec. 14, 2020	Dec. 30, 2020	Jan. 18, 2021
5-day QB	Dec. 21, 2020	Dec. 30, 2020	Jan. 11, 2021
3-day QB	Dec. 23, 2020	Dec. 30, 2020	Jan. 7, 2021
1-day QB	Dec. 29, 2020	Dec. 30, 2020	Jan. 5, 2021

All Quick Build and Quick Delivery schedules will resume on Dec. 28, 2020 and again on Jan. 4, 2021.

Thank you for your patience and consideration.