

**TO:** Greenheck Business Partners  
**FROM:** Sue Wirkus  
 Manager, Customer Care Team  
**DATE:** November 15, 2021  
**SUBJECT:** Holiday Shutdown Schedule



### Holiday Schedule

In celebration of the upcoming holidays, Greenheck offices, manufacturing facilities, and distribution centers will be closed **December 23, 24, 30, 31**.

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

December/January 2021-22				
Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23 Closed	24 Closed
27	28	29	30 Closed	31 Closed

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. 29th
25-day QB	Nov. 18, 2021	Dec. 29, 2021	Feb. 7, 2022
20-day QB	Nov. 29, 2021	Dec. 29, 2021	Jan. 31, 2022
15-day QB	Dec. 6, 2021	Dec. 29, 2021	Jan. 24, 2022
10-day QB	Dec. 13, 2021	Dec. 29, 2021	Jan. 17, 2022
5-day QB	Dec. 20, 2021	Dec. 29, 2021	Jan. 10, 2022
3-day QB	Dec. 22, 2021	Dec. 29, 2021	Jan. 6, 2022
1-day QB	Dec. 28, 2021	Dec. 29, 2021	Jan. 4, 2022

All Quick Build and Quick Delivery schedules will resume on December 27, 2021 and again on January 3, 2022.

Thank you for your patience and consideration.