

TO: Greenheck Business Partners
 FROM: Sue Wirkus
 Manager, Customer Care Team
 DATE: November 1, 2023
 SUBJECT: Thanksgiving Holiday



Holiday Schedule

Greenheck office and manufacturing plants will be closed for business on **November 23rd and 24th** in observance of the Thanksgiving holiday. Any Quick Build orders needing to ship prior to Thanksgiving should be entered as follows:

| Program Type | Entry date to Greenheck before 1 pm CST | Last date for program orders to ship |
|--------------|---|--------------------------------------|
| 25-day QB | Oct. 18, 2023 | Nov. 22, 2023 |
| 20-day QB | Oct. 25, 2023 | Nov. 22, 2023 |
| 15-day QB | Nov. 1, 2023 | Nov. 22, 2023 |
| 10-day QB | Nov.8, 2023 | Nov. 22, 2023 |
| 5-day QB | Nov.15, 2023 | Nov. 22, 2023 |
| 3-day QB | Nov.17, 2023 | Nov. 22, 2023 |
| 1-day QB | Nov. 21, 2023 | Nov. 22, 2023 |

| Program Type | Entry date to Greenheck before 7 pm CST | Last date for program orders to ship |
|----------------|---|--------------------------------------|
| In Stock Parts | Nov. 22, 2023 | Nov. 22, 2023 |

| Program Type | Entry date to Greenheck before 2 pm CST | Last date for program orders to ship |
|--------------|---|--------------------------------------|
| QD | Nov. 22, 2023 | Nov. 22, 2023 |

Please make note of our current product lead times to determine when you need product to ship prior to the shutdown.

Thank you for your patience and consideration.