

Bulletin: 37-23

TO: All Greenheck Representatives  
 FROM: Sue Wirkus  
 Manager, Customer Care Team  
 DATE: November 6, 2023  
 SUBJECT: Holiday Shutdown Schedule



### Holiday Schedule

In celebration of the upcoming holidays, Greenheck offices, manufacturing facilities, and distribution centers will be closed on **December 25<sup>th</sup>, 26<sup>th</sup>, and January 1<sup>st</sup>**.

Below is a chart showing the cut-off dates for Quick Build programs:

December/January 2023-24				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 Closed	26 Closed	27	28	29
1 Closed	2	3	4	5

Program Type	Entry Date to GFC <u>before</u> 1 pm CST	Last Date for Program orders to ship	First Ship Date for QB orders if rec'd <u>after</u> 1 pm CST on Dec. 29th
25-day QB	Nov. 20, 2023	Dec. 29, 2023	Feb. 6, 2024
20-day QB	Nov. 29, 2023	Dec. 29, 2023	Jan. 30, 2024
15-day QB	Dec. 6, 2023	Dec. 29, 2023	Jan. 23, 2024
10-day QB	Dec. 13, 2023	Dec. 29, 2023	Jan. 16, 2024
5-day QB	Dec. 20, 2023	Dec. 29, 2023	Jan. 9, 2024
3-day QB	Dec. 22, 2023	Dec. 29, 2023	Jan. 5, 2024
1-day QB	Dec. 28, 2023	Dec. 29, 2023	Jan. 3, 2024
QD	Dec. 29, 2023*	Dec. 29, 2023	Jan 3, 2024
In-Stock Parts	Dec. 29, 2023**	Dec. 29, 2023	Jan 3, 2024

\*Cutoff time for QD orders is 2:00 pm CST

\*\*Cutoff time for In-Stock Parts orders is 7:00 pm CST

All Quick Build and Quick Delivery schedules will resume on Dec. 27, 2023, and again on Jan. 2, 2024.

Thank you for your patience and consideration.