

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.