

# Memo

To: Posiflex Customers  
From: Posiflex Operations Department  
Date: July 7, 2017  
Re: Posiflex Employee Summer Event 2017

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Dear POSIFLEX Customer,

Posiflex will host its annual Employee Summer Event on Friday, July 28, 2017. So that all Posiflex employees can attend, the corporate office in Hayward will close the entire day.

Please note that there will be no shipping services available on Friday, July 28<sup>th</sup>. To ensure that your orders arrive at their destination without delay and in consideration of this closure date, all orders must be received by Thursday, July 27, no later than 12 noon (PST) in order to ship the same day.

We appreciate your understanding and apologize for any inconvenience this may cause.

Please do not hesitate in contacting your Regional Sales Manager or Posiflex Customer Service with any questions or concerns.

Best regards,  
Posiflex Operations Department