

# Memo

To: POSIFLEX Customers  
From: POSIFLEX Operations Department  
Date: November 22, 2017  
Re: Posiflex 2017 Year-End Closure Schedule

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As the holidays approach we would like to provide our partners with calendar events reflecting Posiflex' impending business hours for the remainder of 2017 and beginning of 2018. We want to ensure that all of your orders ship and arrive at their destination without delay. Please distribute the following schedule of our closure dates and shipping schedules internally as needed:

**Posiflex Inventory** (Closed Friday December 8<sup>th</sup>)

- **Order Cut-off:** Thursday, December 7<sup>th</sup>, orders that require same day shipping must be received no later than 10:30 a.m. (PST) to ensure they are shipped accordingly. Orders received December 8<sup>th</sup> will be processed for shipping on Monday, December 11<sup>th</sup>.

**Christmas** (Closed December 25<sup>th</sup> and December 26<sup>th</sup>)

- Business will resume to normal on Wednesday, December 27<sup>th</sup>

**New Year 2017** (Closed January 1<sup>st</sup>, 2018)

- Business will resume to normal on Tuesday, January 2<sup>nd</sup>, 2018.

Do not hesitate in contacting your Regional Sales Manager or Customer Service representative with any questions, concerns or any immediate needs.

**Customer Service**

Email: [Customer.Service@posiflexusa.com](mailto:Customer.Service@posiflexusa.com)

Tel: (510) 429-7097

***Have a Safe and Wonderful Holiday Season, Enjoy!***