

Memo

To: POSIFLEX Customers
From: POSIFLEX Operations Department
Date: November 19, 2018
Re: Posiflex 2018 Year-End Closure Schedule

As the holidays approach we would like to provide our partners with calendar events reflecting Posiflex' impending business hours for the remainder of 2018 and beginning of 2019. 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 7th)

- **Order Cut-off:** Thursday, December 6, 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 7th will be processed for shipping on Monday, December 10th.

Posiflex Employee Luncheon (Thursday, December 13th)

Order Cut-off: Orders that require same day shipping must be received by 9 a.m. (PST) to ensure they are shipped accordingly. Orders received after 9 a.m. (PST) will be processed for shipping on Friday, December 14.

Christmas (Closed December 24th and December 25th)

- Business will resume to normal on Wednesday, December 26th

New Year's Eve (Closed December 31)

- Business will resume to normal on Wednesday, January 2nd, 2019.

New Year 2019 (Closed January 1st, 2019)

- Business will resume to normal on Wednesday, January 2nd, 2019.

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

Tel: (510) 429-7097

Have a Safe and Wonderful Holiday Season, Enjoy!



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