Posiflex Business Machines, Inc.
30689 Huntwood Avenue, Hayward, CA 94544
T: 888 968 1668 | W: www.posiflexusa.com

Memo

To: POSIFLEX Customers
From: POSIFLEX Operations Department
Date: November 24, 2026
Re: Posiflex 2026 Year-End Closure Schedule

Greetings,

As the holidays approach we would like to provide our partners with calendar events reflecting Posiflex' impending business hours for the remainder of year 2026 and New Year 2027. We want to ensure that all 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 Year-End Inventory: Closed Friday December 4

- **Order Cut-off:** Thursday, December 3. 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 4 will be processed for shipping on Monday, December 7.

Christmas: Closed Thursday, December 24 **and** Friday, December 25

- Business will resume to normal on Monday, December 28

New Year 2027: Closed Friday, January 1, 2027

- Business will resume to normal on Monday, January 4, 2027

Do not hesitate to contact your 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!