



705 Meadow Street  
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August 20, 2015

To: All Valued Customers

## **RE: LABOR DAY HOLIDAY DELIVERY SCHEDULE**

Please be advised that our office and warehouse will be closed on Labor Day, Monday, Sept 7<sup>th</sup>, 2015. ***NO DELIVERIES WILL BE MADE ON THAT DAY. ALL DELIVERIES FOR THAT WEEK WILL BE ONE DAY LATE.***

If you normally get a **Monday** delivery and you call in your order verbally, your order must be placed on **Friday, September 4<sup>th</sup> before 2:45 p.m.** for delivery on **Tuesday, Sept 8<sup>th</sup>**. ***Telxon and Polep Link orders can be placed up until Noon on Monday Sept 7<sup>th</sup>***. If you normally get a **Tuesday** delivery, please place your order on **Tuesday, Sept 8<sup>th</sup>** for delivery on **Wednesday, Sept 9<sup>th</sup>**. If you normally get a **Wednesday** delivery, please place your order on **Wednesday, Sept 9<sup>th</sup>** for delivery on **Thursday, Sept 10<sup>th</sup>**. If you normally get a **Thursday** delivery, please place your order on **Thursday, Sept 10<sup>th</sup>** for delivery on **Friday, Sept 11<sup>th</sup>**. If you normally get a **Friday** delivery, please place your order on **Friday, Sept 11<sup>th</sup>** for delivery on **Saturday, Sept 12<sup>th</sup>**.

**THERE WILL BE NO EXCEPTIONS TO THIS DELIVERY SCHEDULE.**

Please order accordingly during the week prior to the holiday to ensure you have enough product to get you through your next delivery.

If you have any questions pertaining to this schedule, please contact your Sales Representative, our Routing Department at ext 357.

***HAVE A HAPPY AND SAFE LABOR DAY HOLIDAY!***

J. POLEP DISTRIBUTION SERVICES

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