



To: United Trailer Dealers
From: Todd Bontrager
Date: December 15, 2017
RE: *Holiday Shipping Schedule*

Although we will not be running production the week of December 25 (last production day is December 20) for our annual holiday production shutdown, the shipping department will be open for business.

Shipping hours are as follows:

Monday, December 25	CLOSED
Tuesday, December 26 – Friday, December 29	5:00 AM – 2:00 PM
Monday, January 1	CLOSED

Since we will be short on staff, please contact the shipping department to make them aware of your shipping needs in advance:

Lora Westphal Ext. 104

Office hours are as follows:

Monday, December 25	CLOSED
Tuesday, December 26 – Friday, December 29	7:00 AM – 4:00 PM
Monday, January 1	CLOSED

Normal office & shipping hours will resume on Tuesday, January 2. As always, should you have any questions, please do not hesitate to contact me. Thank you.

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