



**Total Door** SYSTEMS  
Global Leader in Integrated Access Technology™

ATTENTION: All Total Door Distributors/Sales Representatives

DATE: October 2, 2019

REGARDING: Holiday Shipping Schedule

The Total Door plant and office will be closed November 28<sup>th</sup> and November 29<sup>th</sup> for the Thanksgiving holiday.

The Total Door plant and office will be closed for the Christmas holiday December 19<sup>th</sup> through January 1<sup>st</sup>.

The last ship date for 2019 will be December 13<sup>th</sup>. We will be taking a physical inventory December 16<sup>th</sup> through December 19<sup>th</sup>.

Our production schedule is filling up quickly. Please check with Order Entry for available ship dates. All orders will be scheduled on a first received basis. Scheduled ship dates are contingent on production capacity and receipt of all materials.

The last day to submit an order for Quick Ship is November 22<sup>nd</sup>. All Quick Ship orders received between November 23<sup>rd</sup> and January 2<sup>nd</sup> will be scheduled to ship January 23<sup>rd</sup> or later depending on capacity.