



ATTENTION: All Total Door Distributors/Sales Representatives

DATE: October 21, 2020

REGARDING: Holiday Shipping Schedule

The Total Door plant and office will be closed November 26th and November 27th for the Thanksgiving holiday.

The Total Door plant and office will be closed for the Christmas holiday December 23rd through January 3rd.

The last ship date for door orders will be December 18th.
The last ship date for parts orders will be December 22nd. Please keep in mind that manufactured and/or painted parts require a 2 to 4 day production lead time before shipping.

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 25th. All Quick Ship orders received between November 26th and January 3rd will be scheduled to ship January 25th or later depending on capacity.