



Date: November 10<sup>th</sup>, 2018

To: All PT Tech Business Partners

Re: Inventory Cycle Counting and Holiday Schedule Shutdown Notice

Dear Valued Customers and Suppliers:

PT Tech would like to take this opportunity to inform your organization that PT Tech will be experiencing shutdown days that will affect shipments and receipts of products. It is important to us that you are provided with the utmost customer service and on-time product delivery. For that reason, please plan accordingly as our plant will observe the following shutdown schedule.

**Inventory and Thanksgiving Holidays**

Office and Plant will be closed November 19 through 23<sup>rd</sup>, inclusive.

**Christmas and New Year's**

December 24 and 25

December 31 and January 1

Best Regards,

A handwritten signature in blue ink that reads "Frank Kahle".

Frank Kahle  
Director of Sales  
PT Tech