

December 12, 2018

**Dear Valued Customer,**

To help you plan for timely order submission and delivery, we would like to take this opportunity to share our 2017 holiday schedule with you. We ask that you share this information with all essential personnel throughout your organization, including branch offices.

**THANKSGIVING HOLIDAY:**

Closed November 23 and 24

Regular business will resume on Monday, November 27, 2017 at 8:00AM EST

**CHRISTMAS AND NEW YEARS:**

Closed December 25, 26, 27, 28, 29, 2017, and January 1, 2018

Regular business will resume on Tuesday, January 2, 2018 at 8:00AM EST

**EMERGENCY SERVICE**

In the event you need to contact us for emergency purposes while our offices are closed for the holidays, please call 1-800-448-6688. For Garlock Metallic Gaskets, please call 1-281-840-4800. Please note an emergency service fee may apply.

We would like to extend sincerest holiday wishes for a safe and joyful holiday season with family and friends.

Please do not hesitate to contact your Inside Sales Representative if you have any questions.

Sincerely,

Sharon Wren  
*Manager, Inside Sales  
Domestic*

Gay Everdyke  
*Manager, Inside Sales  
OEM/International*

Tiffani Peri  
*Manager, Inside Sales  
Metallic Gaskets*