



December 21, 2015

**TO: Regional Vice Presidents
Branches & Facilities**

Office Closure – Christmas Holidays

The National Office will close Wednesday, December 23, 2015 at 12:00 ET and re-open Monday, January 4, 2016 at 8:30 AM ET.

Please contact your Regional Vice-President should anything urgent arise during this time.

We would like to take this opportunity to wish you and your family a very Happy Holiday Season!

In Solidarity,

Peter Duffey
President

Doug Best
Executive Vice-President