



December 16, 2016

To: Regional Vice Presidents
Branches & Facilities

Office Closure – Christmas Holidays

The National Office will close Thursday, December 22, 2016 at 12:00 ET and re-open Tuesday, January 3, 2017 at 8:00 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