

Holiday Schedule



800.334.5000
ontrac.com

Dear Valued Customer:

OnTrac would like to announce the following Holiday schedule:

Thurs, Dec. 24th Normal Deliveries. Pickups by Special Request.	Fri, Dec. 25th Closed Christmas Day. No Pickups or Deliveries.	Sat, Dec. 26th Closed. No Pickups or Deliveries.	Mon, Dec. 28th Normal Pickups & Deliveries.
Thurs, Dec. 31st Normal Pickups & Deliveries.	Fri, Jan. 1st Closed New Year's Day. No Pickups or Deliveries.	Sat, Jan. 2nd Closed. No Pickups or Deliveries.	Mon, Jan. 4th Normal Pickups & Deliveries.

So that we may give you the highest level of service, please take a moment to let us know if you have any specific delivery needs during the Holidays.

Account Name:	<input type="text"/>	Account Number:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip Code:	<input type="text"/>
Contact Name:	<input type="text"/>	Phone Number:	<input type="text"/>

Closing Early?

If your business is closing before your scheduled pickup time on any of the following dates please call 800.334.5000. For special pickup arrangements please complete this form and hand it to your OnTrac driver or fax to the number listed on the form

Holiday Week Closures	Dec. 24th	Dec. 28th	Dec. 31st	Jan.4th
<input type="checkbox"/> We will be open regular business hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> We will be closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> We will be open, but with limited hours	from: <input type="text"/>		from: <input type="text"/>	
	to: <input type="text"/>		to: <input type="text"/>	

Drop Box Service

Many Drop Boxes will have a last pickup time that is earlier than normal. Please check your local drop box a few days prior to December 24th for the posted last pickup time. There will be no Drop Box pickups on December 25th.

Please complete and return to your OnTrac courier or simply fax to:

(602) 760-2417

Thank you for your continued support. All of us at OnTrac wish you and your families a safe and happy holiday.