

# 2020 Year-End Holiday Schedule



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**Dear Valued Customer,**

**We will be closed on Thanksgiving, Christmas and New Year's Day.** We will maintain normal operating hours on all other days during the holiday season.

If you require special pickup times around the holidays, please complete this form and hand it to your OnTrac Service Provider or fax it to the number below.

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

<b>Thanksgiving</b>	Wed, Nov 25	Thr, Nov 26	Fri, Nov 27	Sat, Nov 28
We will be <b>OPEN</b> , and need our regular pickup.	<input type="checkbox"/>		<input type="checkbox"/>	
Open, but <b>CLOSING EARLY</b> (time), and need a pickup.	<input type="text"/>	<b>OnTrac Closed</b>	<input type="text"/>	<b>Normal Service</b>
We will be <b>CLOSED</b> . We do not need a pickup.	<input type="checkbox"/>		<input type="checkbox"/>	
<b>Christmas (No movement of freight)</b>	Wed, Dec 23	Thr, Dec 24	Fri, Dec 25	Sat, Dec 26
We will be <b>OPEN</b> , and need our regular pickup.	<input type="checkbox"/>	<input type="checkbox"/>		
Open, but <b>CLOSING EARLY</b> (time), and need a pickup.	<input type="text"/>	<input type="text"/>	<b>OnTrac Closed</b>	<b>OnTrac Closed</b>
We will be <b>CLOSED</b> . We do not need a pickup.	<input type="checkbox"/>	<input type="checkbox"/>		
<b>New Year's Day</b>	Thr, Dec 31	Fri, Jan 1	Sat, Jan 2	Sun, Jan 3
We will be <b>OPEN</b> , and need our regular pickup.	<input type="checkbox"/>			
Open, but <b>CLOSING EARLY</b> (time), and need a pickup.	<input type="text"/>	<b>OnTrac Closed</b>	<b>Normal Service</b>	<b>OnTrac Closed</b>
We will be <b>CLOSED</b> . We do not need a pickup.	<input type="checkbox"/>			

**Drop Box pickup times may change.** Many Drop Boxes will have last pickup times that are earlier than normal. Please check your local Drop Box a few days prior to the holidays for the posted last pickup times.

Please complete and return by **November 19** to your Service Provider or send it to one of the following:

FAX <b>602.333.4679</b>	EMAIL <b>webcustomerservice@ontrac.com</b>
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Thank you for your continued support. All of us at OnTrac wish you and your families a safe and happy holiday.