

## Holiday Schedule - Labor Day

August 2023

Dear Valued Customer,

If your business will be closed on this holiday or will have any changes to regular schedule, please have a **primary** Weblink user place orders On-Hold while in the Shopping Cart, restricting items from being manually or auto submitted/checked-out until the primary user removes the on-hold restriction. To enable the hold, select the Hold All Orders checkbox and set the start and end date and time and click **Save**.

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1. Check the Hold All Orders checkbox
2. Enter a Start Date and time and an End Date and time.

Please choose an End Date and time that is at least 30 minutes prior to the cutoff you wish the order to be pulled.

For Example: To receive items in your store with your Tuesday morning delivery, enter the End date and time 30 mins prior to your last Monday cutoff and click save.

**Hold All Orders**

Start Date:  Start Time:

End Date:  End Time:

If you indicate that your pharmacy is closing early, your second delivery will be held and shipped on your next scheduled delivery. If your business is found closed on any of these days, your order will be processed as a return for credit, so please plan your ordering needs accordingly.

You may also fax this completed form to **614-553-9869** or contact Customer Service at (800) 854-6729 option 5. OR You may also reach Customer Service via email at [Pharma-Kinray-CustomerService@cardinalhealth.com](mailto:Pharma-Kinray-CustomerService@cardinalhealth.com).

Account Number: \_\_\_\_\_ Account Name: \_\_\_\_\_  
 Completed by (Print) \_\_\_\_\_

Date	Holiday	Closed	Closing Early	Delayed Opening
<b>Labor Day</b>				
Saturday, September 2 <sup>nd</sup> , 2023				
Tuesday, September 5 <sup>th</sup> , 2023				
Date:				

Thank you for your business and have a safe and happy holiday.

Kinray Management