

## Holiday Schedule - Thanksgiving Day

November 2023

Dear Valued Customer,

In observance of the upcoming holiday, if your business will be closed on any day preceding or following holidays listed below, 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 and 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:

You can also fax this completed form to Customer Service at 614-553-9869 or call 718-767-1234 option 5. Customer Service can also be emailed at [pharma-kinray-customerservice@cardinalhealth.com](mailto:pharma-kinray-customerservice@cardinalhealth.com). Special delivery requests will not be accommodated on these days so please plan your ordering needs accordingly. If there will be no change to your store hours no further action is required. **If we have not received this information and your store is found closed, we will have the totes brought back to Kinray and processed as a return.**

Thank you,

Account Number: \_\_\_\_\_ Account Name: \_\_\_\_\_

Completed by (Print) \_\_\_\_\_

Date	Holiday	Closed	Closing Early	Delayed Opening
<b>Thanksgiving Day</b>				
Wednesday November 22, 2023				
Friday November 24, 2023				
Date:				

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

Kinray Management