



The last day to submit a Leed's order for the DRINKWARE decoration method is Tuesday, December 11.

The last day to submit an embroidery order (for Trimark US and Leed's) for delivery before the Christmas holiday is Wednesday, December 5<sup>th</sup>.

We will be extending standard lead times to 10 days for all Trimark US and Leed's embroidery orders received 11/30 through 12/5.

SureShip® has been suspended on the following methods:

- US Decorated Apparel
- Embroidery on Leed's Items
- Drinkware Method on Leed's Items

The next available date to submit a SureShip® order for Leed's embroidery is Tuesday, January 2, 2019 and for apparel is Wednesday, January 3, 2019.

Spec samples, are no longer being accepted for the balance of 2018.

Spec samples, self-promo exceptions and rushes for the drinkware decoration method have also been suspended.

Please note: laser decoration on drinkware is still available via SureShip. The suspension is just the drinkware decoration method.

### Holiday Operating Schedule

	Leed's / Trimark USA	Bullet	JournalBooks	Trimark CAN
Thu 11/22	Closed	Closed	Closed	Normal operations
Fri 11/23	Customer Support 8am – 5pm; Production normal operations	Customer Support 8am – 5pm; Production normal operations	Closed	Normal operations
Fri 12/21	Normal operations	Normal operations	Normal operations	Normal operations
Mon 12/24	Customer Support 8am – 5pm*; Production closed	Customer Support 8am – 5pm; Production reduced hours	Normal operations from 8am – 12pm	Normal operations from 8am – 12pm
Tue 12/25	Closed	Closed	Closed	Closed
Wed 12/26	Customer Support 8am – 8pm*; Production closed	Customer Support 8am – 8pm; Production reduced hours	Normal operations	Closed
Thu 12/27	Customer Support 8am – 8pm*; Production closed	Customer Support 8am – 8pm; Production reduced hours	Normal operations	Normal operations
Fri 12/28	Customer Support 8am – 8pm*; Production closed	Customer Support 8am – 8pm; Production closed	Customer Support normal operations; Production closed	Normal operations
Mon 12/31	Customer Support 8am – 12pm*; Production closed	Customer support 8am – 12pm; Production closed	Customer Support normal operations; Production closed	Normal operations from 8am – 2pm
Tue 1/1	Closed	Closed	Closed	Closed
Wed 1/2	Normal operations	Normal operations	Normal operations	Normal operations

\*Customer support for Leed's and Trimark USA available for inquiries only; new orders received during this time will not be reviewed or entered until 1/2/19.

Last updated 12/10/18