



An **Envoy Solutions** Company

To our valued customers:

As the holiday season approaches, we want to keep you informed about our holiday closure dates.

This year, our offices will be closed on **Thursday, November 23rd** and **Friday, November 24th** in observance of the Thanksgiving Holiday.

Our delivery days for that week are Monday 11/20/2023 through Wednesday 11/22/2023.

Our offices will be **closed on Friday, December 22nd** and **Monday, December 25th** in observance of the Christmas Holiday.

Our delivery days for that week are Monday 12/18/2023 through Thursday 12/23/2023.

Our offices will be **closed on Friday, December 29th** and **Monday, January 1st**.

Our delivery days for that week are Tuesday 12/26/2023, Wednesday 12/27/2023, and Thursday 12/28/2023 only.

To prevent any potential disruptions, we kindly request that you place any order two days before delivery.

We understand that these adjustments may be inconvenient, and we genuinely appreciate your understanding of this holiday schedule.

If you have any questions or require further assistance, please do not hesitate to contact our customer service or sales team.

We appreciate and thank you for your business!

Wishing you a joyful and peaceful holiday season.

- **The Pennsylvania Paper & Supply Team**

**Pennsylvania Paper & Supply,
An Envoy Solutions Company**

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