



UNIVERSAL *Manufacturing*[™]

To: All Universal Manufacturing Customers

Date: May 19, 2015

Subject: July 4th Holiday Week

Universal Manufacturing will be closed for the July 4th holiday week beginning with the close of business on Friday, June 26th. We will reopen again for business Monday, July 6th.

Please plan on sending your orders in accordingly to ensure that you have sufficient inventory of products to meet the needs of your customers during this period.

Please contact our office if you have any questions.

Best regards,

Susan Chapman

Susan Chapman
Sales Office Manager