



UNIVERSAL *Manufacturing*[™]

To: All Universal Manufacturing Customers

Date: May 23, 2016

Subject: July 4th Holiday Week

Universal Manufacturing will be closed for the July 4th holiday week beginning with the close of business on Friday, July 1st. We will reopen again for business Monday, July 11th.

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