



**UNIVERSAL** *Manufacturing*<sup>®</sup>

**To: All Universal Manufacturing Customers**

**Date: May 15, 2017**

**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 30th. We will reopen again for business Monday, July 10th.

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