



January 2011

To: All Zephyr Express Customers and Business Associates

From: Susan Ruland, Vice President

Although a physical inventory took place in November, our regular bi annual physical inventory schedule will continue. Because we would like to ensure a complete and accurate count, we will be closed an additional day during this inventory. Please take note of our January 2011 schedule.

**Zephyr North January 2011 Physical Inventory**

***Friday, January 21, 2011~Regular Friday Delivery schedule***

- Office and Warehouse closed.
- No Will Call orders available for pick up
- No receiving incoming product, including containers.

***Monday, January 24, 2011~Office and Warehouse closed***

- No Will Call orders available for pick up
- No receiving incoming product, including containers.
- No pickups for inventory or redistribution will be made.

***Tuesday, January 25, 2011~Office and Warehouse closed***

- **No Deliveries.**
- No Will Call orders available for pick up
- No receiving incoming product, including containers.
- No pickups for inventory or redistribution will be made.

***Wednesday, January 26, 2011~Office Open and Warehouse closed***

- **No Deliveries.**
- No Will Call orders available for pick up
- No receiving incoming product, including containers.
- No pickups for inventory or redistribution will be made.
- Orders will be processed for scheduled next day delivery.

*Every effort will be made to ensure all deliveries are successful post inventory. Any order submitted for Thursday, January 27, 2011 delivery will be made by Friday, January 28, 2011. Please contact our office if you have any questions regarding a specific delivery during this time.*

***Due to the task ahead of us, we will not be able to make any exceptions. Please notify all sales staff, office staff, outside distributors, and trucking companies of our closure to avoid any confusion.***