

.. ...

## **Annual Holiday Notification**

## 2020 Holiday Schedule

Holiday	Date	Service Status
New Year's Day	Wednesday, January 1	Call for Service
Martin Luther King Jr. Day	Monday, January 20	Billed Holiday
President's Day	Monday, February 17	Billed Holiday
Memorial Day	Monday, May 25	Call for Service
Independence Day	Friday, July 3	Call for Service
Labor Day	Monday, September 7	Call for Service
Columbus Day/Indigenous People's Day	Monday, October 12	Billed Holiday
Veterans Day	Wednesday, November 11	Billed Holiday
Thanksgiving Day	Thursday, November 26	Call for Service
Friday after Thanksgiving	Friday, November 27	Billed Holiday
Christmas Day	Friday, December 25	Call for Service

Unity Courier will observe the holidays listed above for the year 2020. We will perform your service on the days designated as "Billed Holiday" unless you decline service for those days. Customers who receive service on Billed Holidays will be billed an additional 10% of their total monthly invoice or the prevailing holiday rates. Customers who request service for any of the "Call for Service" holidays will be billed at the prevailing holiday rates.

There are two options if you wish to decline service for any or all of the Billed Holidays:

- 1. You may complete the "Annual Holiday Notification" form, which designates your company wishes to decline all Billed Holiday service in 2020.
- 2. You may complete "Individual Holiday Notification" forms, which allow you to decline service for **each** Billed Holiday in 2020.

Unity Courier encloses Individual Holiday Notifications with your monthly invoices the month prior to a holiday. If you elect to decline all holiday service for 2019, you may disregard the Individual Holiday Notifications, as your account will be noted in our system accordingly. If you select the second option, you will automatically receive service on the Billed Holiday unless you complete the Individual Holiday Notification and return it to Unity Courier prior to the holiday.

**Note**: If you elect to decline service for all holidays, you may still receive service on a Billed Holiday, if needed. Simply contact us, in writing, of your need for service on a holiday and we will provide the service for you on that day/date. After that holiday, your status will return to "No **Service"** for future holidays.

Please contact our Customer Service Department at 1-800-992-8890 with any questions or concerns.

If you **DO NOT** require service for all of the listed Billed Holidays, please complete and fax this form to (323) 255-9910 or e-mail to holidaynotice@unitycourier.com by **Friday**, **January 10**, **2020** 

Company Name:	Account Number (C#):	
Address:	Phone Number:	
City, State, Zip:		
Signature		
Print Name		