



To whom it may concern

The general opening hours of our goods receiving / issuing office are:

**Mondays to Thursdays between 6.00 a.m. and 7.00 p.m.
and Fridays between 6:00 a.m. and noon.**

with exception for the following dates within the year 2010:

<u>Day of week</u>	<u>Date</u>	<u>Reason</u>
Friday	01.01.2010	New Year's Day
Tuesday	16.02.2010	Shrove Tuesday
Friday	02.04.2010	Good Friday
Monday	05.04.2010	Easter Monday
Monday	24.05.2010	Whit Monday
Thursday	03.06.2010	Corpus Christi Day
Friday	03.10.2008	Ger. Unification Day
Friday -Friday	24.12.2010-07.01.2011	Company holidays

Please keep these dates in mind while planning your call-offs or delivery schedules. Furthermore please forward this piece of information to every department within your organization who might need it. Thank you very much.

Yours sincerely

KLUBERT + SCHMIDT GMBH