

ANSWER PHOENIX Holiday Greeting Schedule for 2018

Please place an **(X)** by the dates below that your office will be closed for the holiday. We will play your **generic** holiday greeting that states 'you are closed for the holiday' on the day or days you mark. Please note – **NO SPECIAL greetings will be recorded.** Please be assured that once our office has received your form, your holiday greeting will play per your faxed request. We apologize, but new holiday requests or changes to this holiday form must be faxed to us or emailed to changes@answerphoenix.com **no later than 1 week prior to the holiday.**

COMPANY NAME _____ **(REQUIRED)**

Martin Luther King Day

_____ Monday January 15

Presidents Day

_____ Monday February 19

Easter

_____ Good Friday March 30

_____ Easter Sunday April 1

Memorial Day

_____ Monday May 28

Independence Day

_____ Wednesday July 4

Labor Day

_____ Monday September 3

Columbus Day

_____ Monday October 8

Veterans Day

_____ Monday November 12 (observed)

Thanksgiving

_____ Wednesday November 21

_____ Thursday November 22

_____ Friday November 23

Christmas

_____ Monday December 24 Christmas Eve

_____ Tuesday December 25 Christmas Day

_____ Wednesday December 26

New Year's 2018-2019

_____ Monday December 31 New Year's Eve

_____ Tuesday January 1 New Year's Day

Don't forget to include your Company Name on this form.

******* Please fax your holiday schedule to: **602-235-2042** *******

Please save a copy of your form for future reference.