

ANSWER PHOENIX Holiday Greeting Schedule for 2020

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 20

Presidents Day

_____ Monday February 17

Easter

_____ Good Friday April 10

_____ Easter Sunday April 12

Memorial Day

_____ Monday May 25

Independence Day

_____ Saturday July 4

Labor Day

_____ Monday September 7

Columbus Day

_____ Monday October 12

Veterans Day

_____ Wednesday November 11

Thanksgiving

_____ Wednesday November 25

_____ Thursday November 26

_____ Friday November 27

Christmas

_____ Thurs. December 24 Christmas Eve

_____ Friday December 25 Christmas Day

_____ Saturday December 26

New Year's 2019-2020

_____ Thursday December 31 New Year's Eve

_____ Friday 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.