

ANSWER PHOENIX Holiday Greeting Schedule for 2024

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. We apologize, but new holiday requests or changes to this holiday form must be 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 29

_____ Easter Sunday March 31

Memorial Day

_____ Monday May 27

Independence Day

_____ Thursday July 4

Labor Day

_____ Monday September 2

Columbus Day

_____ Monday October 14

Veterans Day

_____ Monday November 11

Thanksgiving

_____ Thursday November 28

_____ Friday November 29

Christmas

_____ Tuesday December 24 Christmas Eve

_____ Wednesday December 25 Christmas Day

_____ Thursday December 26

New Years

_____ Tuesday December 31 New Year's Eve

_____ Wednesday January 1, 2025 New Year's Day

Other

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

Please email changes@answerphoenix.com or fax your holiday schedule to: **602-235-2042**

Please save a copy of your form for future reference.