



To: Our Customers

From: Ray Peltier

Re: Inventory Closing/Auburn 18 – January 9th-11th, 2009

Date: December 29, 2008

We will be closed on Friday, January 9th at noon thru Sunday, January 11th in order to conduct a physical inventory at this location. During this period all operations will be halted with the exception of previously scheduled deliveries.

We appreciate your business and have tried, as much as possible, to schedule it with your convenience in mind. In order that we may best serve your needs, we ask that you refer to the guidelines listed below when placing orders that may be impacted by our inventory:

- Orders received by 12 noon on Friday, Jan 9 will be processed. Local deliveries will be made for these orders Jan. 12th.**
- Orders received after 12 p.m. Friday, Jan 9th will be processed Monday, January 12th and Local deliveries will be made for these orders Jan 13th.**
- Counter Sales will not be available during the inventory**

We apologize, in advance, for this inconvenience and appreciate your understanding. Please let us know if you have any questions or concerns.

Sincerely,

**Ray Peltier
Operations Manager
Interline Brands**