

2017 YEAR END PLANNING

November 17, 2017

Dear GSKDirect Customer:

In preparation for year-end 2017, attached please find the GlaxoSmithKline (GSK) Holiday Schedule for 2017-2018. This schedule provides important dates GSK will be closed in November and December and also lists important ordering/shipping dates throughout the holiday season.

NOVEMBER 2017

- November 21, 2017 – last shipping day before the Thanksgiving holiday for GSK Vaccines
- **November 23 - November 24, 2017 – GSK Closed**
- November 27, 2017 – shipments resume for GSK Vaccines

DECEMBER 2017

- December 20, 2017 – last day to place an order for delivery in 2017 for GSK Vaccines
- **December 25-29, 2017 – GSK Closed**

JANUARY 2018

- **January 1, 2018 – GSK Closed**
- **January 2, 2018 – shipments resume for GSK Vaccines**

GSK is officially closed Dec 25-29, 2017 and Jan 1, 2018; however, we are committed to serving our customers and we will be available with abbreviated hours of operation.

Vaccine Service Center

Hours of Operation for Emergency Assistance:

December 26, 27, 28 and 29 [9:00 AM to 3:00 PM EST only]

Phone: 1-866-475-8222 Email: Vaccine.Service-Center@gsk.com

If you have any questions or need further information, contact your GSK Field Representative or please call the GSK Vaccine Service Center at 1-866-475-8222, Monday through Friday 8:00 AM – 6:00 PM EST.

Sincerely,



Matthew G. Mazeffa
Vice President
Channel Development and Sales

GlaxoSmithKline Holiday Schedule
November 2017

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|-----------|------------------|------------------|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 Last shipping day before Thanksgiving for GSK Vaccines | 22 | 23 GSK Closed | 24 GSK Closed |
| 27 Shipments resume for GSK Vaccines | 28 | 29 | 30 | |

December 2017

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------------|---------|--|----------|--------|
| | | | 1 | 2 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 Last day to place an order for delivery in 2017 for GSK Vaccines | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |
| GSK Year End Shutdown | | | | |
| | | | | |

January 2018

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------|--|-----------|----------|--------|
| 1 GSK Closed | 2 Shipments resume for GSK Vaccines | 4 | 5 | 6 |