

## 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
<b>GSK Year End Shutdown</b>				

**January 2018**

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