



# HOLIDAY CHANGE ORDER

## Message Center Templates

**NOTE:** *These templates are designed to be used as a guideline for communicating via Message Center. Feel free to add, remove, or adjust message content as needed to ensure appropriate customization for your organization.*

---

### **Not sure how to use Message Center?**

Click [here](#) to watch a quick three minute video on how to create a message in Message Center.

### **General Holiday Season Alert:**

Hello, all! This is a reminder that as we head into the holiday season, we can and should anticipate transportation service interruptions. Specific days of potential service interruptions are as follows:

Friday, November 10th with Veteran's Day (federally observed),  
Saturday, November 11th with Veteran's Day,  
Thursday, November 23rd with Thanksgiving,  
Monday, December 25th with Christmas,  
Monday, January 1st with New Years Day, and  
Monday, January 15th with Martin Luther King Jr. Day.

Please take note of these dates and plan accordingly.

---

### **Armored Carrier Service Interruption Alert:**

Hello, all! Please note: We will not have Change Order delivery available on **[INSERT DATE HERE]**.

Please plan accordingly and adjust change order amounts in anticipation of this interruption in service if necessary.