

# 2020 RMB Holiday Policy for Courier Service



Dear Valued RMB Client,

To assist with your annual planning, we would like to confirm our holiday operations arrangement for the 2020 year. In observance of some public holidays, our courier service will not be available on the dates shown below.

The general policy will be no RMB courier services on most major holidays. Because samples transported via RMB courier are processed for laboratory intake the morning after pick-up, our courier service will not be available on the business day immediately preceding those holidays when RMB labs are closed.

Upon request, RMB clients may have Spee-Dee Delivery Service “call tags” arranged for delivery on those days on which the RMB lab is open but no courier services are running. If you wish to utilize Spee-Dee Delivery for shipping samples to reach the lab on any of those dates, please call RMB two business days in advance of your sample date to request a call tag.

## 2020 Holiday Schedule: RMB Lab & Courier Services

Date	Holiday	Day of Week	Lab Open No Courier Service	Lab Closed No Courier Service
December 31, 2019	day before holiday	Tuesday	✓	
January 1, 2020	New Year's Day	Wednesday		✓
January 20, 2020	Martin Luther King Day	Monday	✓	
May 25, 2020	Memorial Day	Monday		✓
September 7, 2020	Labor Day	Monday		✓
November 25, 2020	day before holiday	Wednesday	✓	
November 26, 2020	Thanksgiving Day	Thursday		✓
November 27, 2020	Day After Thanksgiving	Friday		✓
December 23, 2020	day before holiday	Wednesday	✓	
December 24, 2020	Christmas Eve	Thursday		✓
December 25, 2020	Christmas Day	Friday		✓
December 31, 2020	day before holiday	Thursday	✓	
January 1, 2021	New Year's Day	Friday		✓

If you have questions regarding this general policy, or unique situations not shown in the chart, please contact our Courier Service Logistics Representative at 218-850-9626. The RMB holiday policy for lab and courier services is tailored to each specific calendar year and will be provided every December for the upcoming calendar year.

On behalf of everyone here at RMB, we are grateful for your support and sincerely hope that we all enjoy a prosperous 2020.