

# XFMRS LTD

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Dear All,

We would like to inform you on the 2018 Chinese New Year Shut-Down Schedule as follows:

- (A) HKG Office Shut-Down: From Feb 15, 2018 (Thursday) to Feb 21, 2018 (Wednesday)  
Will resume working on Feb 22, 2018 (Thursday).
- (B) CHINA Factory Shut-Down: From Feb 12, 2018 (Monday) to Feb 23, 2018 (Friday)  
Will resume working on Feb 24, 2018 (Saturday)

During the above Shutdown period, if you have any urgent inquiry, please do not hesitate to contact our USA Headquarter, as they can be always available to assist you.

Here is our U.S.A. Headquarter Contact Information:

Contact Person : Ms Dee Fraley  
Telephone No. : (317) 834 1066  
Fax No. : (317) 834 1067  
E-mail : [dfraley@xfmrs.com](mailto:dfraley@xfmrs.com)

1) However, we do need your help to supply us with your order forecast from January to March 2018, as we have to plan on sufficient workforce and raw materials before the Chinese New Year Shut-Down.

2) Please understand that the forecast information is very important to us because we must plan on the production capacity in order to fulfill your requirement and meet the delivery on time.

3) Due to the factory shut down in CNY holiday period, the production & delivery lead time will be extended accordingly (May need to extend extra 2-3 weeks).

4) At the same time, because the CNY holiday is approaching soon, please place your order as early as possible in order to avoid any un-necessary delay

Thank you for your kind co-operation!

Please update the lead time in your system and we look forward to receiving forecast information soon. Thank you.

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