

ACCOUNT NAME:

ACCOUNT #

Adams Data Management Quick Reference Guide

2010 Holiday Schedule

*January 1 (Friday)
May 31 (Monday)
July 5 (Monday)
September 6 (Monday)
November 25 (Thursday)
December 24 (Friday)
December 31 (Friday)*

Please plan early for your company holiday needs. These are the only holidays that we observe!

Thank you.

**ADAMS DATA
MANAGEMENT**

**1846 Montreal Road
Atlanta, Georgia 30084**

**Phone: 770-621-9996
Fax: 770-934-3773**

**Email:
request@AdamsDataManagement.com**

HOW TO ORDER

- **Orders can be placed by calling customer service @770-621-9996**
- **Orders can be emailed to request@AdamsDataManagement.com**
- **Orders can be faxed to customer service @770-934-3773**
- **Orders can be placed on RSWeb (with user name and password) at www.AdamsDataManagement.com**

DELIVERY SCHEDULE

YOUR RECORDS ARE ALWAYS AVAILABLE!

Standard operating days/hours of service are 8:00 AM. to 5:00 PM, Monday through Friday.

Next Day delivery: Orders placed by 3:00 PM will be delivered by 5:00 PM the next day.

Same Day delivery: Orders placed by 11:00 AM will be delivered by 5:00 PM the same day.

Rush deliveries are requests made during business hours requiring delivery within two (2) hours. **ORDERS SHOULD BE CALLED IN BEFORE 3:00 PM.**

Emergency deliveries are requests made and delivered after business hours, on weekends, or during holiday hours. **ORDERS SHOULD BE CALLED IN.**