

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!**

**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 issued via our website (with User I.D.)
www.AdamsDataManagement.com**
- **Orders can be faxed to customer service
@770-934-3773**

DELIVERY SCHEDULE

YOUR MEDIA IS 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 busi-
ness hours, on weekends, or during holiday hours. **ORDERS
SHOULD BE CALLED IN.**