

DATA SERVICE CENTER



www.dscpayroll.com

Dear Valued Client,

Thank you for allowing us to serve your payroll needs. With the holidays fast approaching, we would like to take this opportunity to help you plan your payroll schedule.

Data Service Center will be closing early or closed on the following dates:

- Thursday **November 24, 2011** Thanksgiving Day- closed
- Friday **November 25, 2011** Closing at noon (change from 2010)
- Monday **December 26, 2011** Christmas observed -closed
- Monday **January 2, 2012** New Year's observed -closed



To ensure that you receive your payroll when needed, please submit it as early as possible. If you have any questions or concerns, please call us at 419-473-1165.

For clients using Fed Ex, USPS & UPS for payroll delivery, please be aware that they, too, have special holiday considerations.

Fed Ex and USPS are only closed on the holidays. USPS Express will deliver on holidays, but will cost about \$30.

Please see the back side for UPS holiday shipping schedule.



2011 YEAR-END holiday schedule

For daily year-end shipping reminders, including "last chance" shipping days, follow us on Twitter @UPSCompass.

THANKSGIVING

Tuesday, Nov. 22

- Normal pickup and delivery service for air, international and ground packages. UPS 2nd Day Air® packages picked up today will be delivered Friday, Nov. 25.

Wednesday, Nov. 23

- Normal pickup and delivery service. UPS Next Day Air® packages picked up today will be delivered Friday, Nov. 25. UPS 2nd Day Air packages picked up today will be delivered Monday, Nov. 28 (except those processed today and labeled for delivery on Saturday, Nov. 26). Prearrange pickup today for air and international packages being shipped on Friday, Nov. 25.

Thursday, Nov. 24, Thanksgiving Day

- No UPS pickup or delivery service. (UPS Express Critical® service is available for urgent packages. Call 1-800-714-8779 or visit upsexpresscritical.com.)

Friday, Nov. 25

- Delivery of UPS air and international packages only.
- No UPS Ground pickups or deliveries today.
- Pickup service provided for air and international shipments if prearranged by Wednesday, Nov. 23. UPS On-Call Pickup® service and all UPS Drop Boxes also are available for air and international packages.

Saturday, Nov. 26

- Delivery of UPS Worldwide Express®, UPS Next Day Air and UPS 2nd Day Air packages processed and labeled for Saturday Delivery.
- Pickup of air and international packages for regular Saturday pickup customers or via UPS On-Call Pickup service.

CHRISTMAS

Thursday, Dec. 22

- Normal pickup and delivery service for air, international and ground packages. UPS Next Day Air packages picked up today will be delivered Friday, Dec. 23. UPS 2nd Day Air packages picked up today will be delivered Tuesday, Dec. 27 (except for those processed today and labeled for delivery on Saturday, Dec. 24).

Friday, Dec. 23

- Normal pickup and delivery service for air, international and ground packages. UPS Next Day Air packages picked up today will be delivered Tuesday, Dec. 27 (except those processed today and labeled for delivery on Saturday, Dec. 24). UPS 2nd Day Air packages picked up today will be delivered Wednesday, Dec. 28. Prearrange pickup today for air and international packages being shipped on Saturday, Dec. 24.

Saturday, Dec. 24, Christmas Eve

- Delivery of UPS Worldwide Express, UPS Next Day Air and UPS 2nd Day Air packages processed and labeled for Saturday Delivery.
- Pickup service provided for air and international packages if prearranged by Friday, Dec. 23, or via UPS On-Call Pickup service.

Sunday, Dec. 25, Monday, Dec. 26, Christmas holidays

- No UPS pickup or delivery service. (UPS Express Critical service is available for urgent packages. Call 1-800-714-8779 or visit upsexpresscritical.com.)

NEW YEAR'S

Friday, Dec. 30

- Normal pickup and delivery service for air, international and ground packages. UPS Next Day Air packages picked up today will be delivered Tuesday, Jan. 3 (except those processed today and labeled for delivery on Saturday, Dec. 31). UPS 2nd Day Air packages picked up today will be delivered Wednesday, Jan. 4. Prearrange pickup today for air and international packages being shipped on Saturday, Dec. 31.

Saturday, Dec. 31, New Year's Eve

- Delivery of UPS Worldwide Express, UPS Next Day Air and UPS 2nd Day Air packages processed and labeled for Saturday Delivery.
- Pickup service provided for air and international packages if prearranged by Friday, Dec. 30, or via UPS On-Call Pickup service.

Sunday, Jan. 1, 2012, Monday, Jan. 2, New Year's holidays

- No UPS pickup or delivery service. (UPS Express Critical service is available for urgent packages. Call 1-800-714-8779 or visit upsexpresscritical.com.)

References to "UPS air and international packages" in the schedule above include the following UPS service options: UPS Next Day Air® Early A.M.®, UPS Next Day Air®, UPS Next Day Air Saver®, UPS 2nd Day Air A.M.®, UPS 2nd Day Air®, UPS Worldwide Express Plus®, UPS Worldwide Express®, UPS Worldwide Saver® and UPS Worldwide Expedited®

Time-in-transit notes: On UPS holidays – Nov. 24, Dec. 26 and Jan. 2 – there is no movement of any packages tendered to UPS. Also, Nov. 25 is considered for the purpose of the UPS Service Guarantee as a transit day for "UPS air and international packages" only.

Notes

Peak-season service guarantees: Commitment times for air and international shipments delivered within the United States will be extended by 90 minutes on the following days: Nov. 25, Dec. 19-24 and Dec. 31. UPS air and international shipments picked up or delivered in the United States are guaranteed throughout the holiday season. The guarantee is suspended for UPS Ground and UPS Standard packages picked up or scheduled for delivery between Dec. 12 and Dec. 24. For further details, visit ups.com for UPS Tariff/Terms and Conditions of Service.