

Gilmore Services

Quick Reference Guide



2012 Holiday Schedule:

January 2 – Monday
(New Year's Day observed)

July 4 – Wednesday
(Independence Day)

September 3 - Monday
(Labor Day)

November 22 & 23
Thursday & Friday
(Thanksgiving)

December 24 & 25
Monday & Tuesday
(Christmas Eve / Day)

Please plan for your company holiday needs. These are the only holidays that Gilmore Services observes!
Thank You.

How To Order

- Orders can be placed by calling customer service @ (850) 434-0161
- Orders can be e-mailed to: request@gilmoreservices.com
- Orders can be issued via our website (with user I.D.)
- Orders can be faxed to customer service @ (850) 433-9520

Delivery Schedule (Local Area):

Your Records and Media are always available

Standard operating service hours are: Monday through Friday 8:00 am to 5:00 pm. Excluding Holidays

Urgent: Any request for service when retrieval and/or delivery is two hours or less.

Rush Delivery: Any service request with a specified retrieval and/or delivery time from 2-4 hours.

Same Day Delivery: Any service request which requires retrieval and/or delivery the same day within normal business hours.

Next Day Delivery: Between the hours of 8:00 am to 12 noon or 12 noon to 5:00 pm respectively to when the request was received.