

## Customer Service Order Timetables

In an effort to provide our customers with the highest level of customer service, Archive Management Service utilizes the following order cut-off timetable.

<b>AMS Receives Order</b>	<b>Guaranteed Delivery Type</b>
8:00 AM to 1:00PM	Next Day
1:00 PM to 5:00 PM	Second Day
Before 8:00 AM or After 5:00 PM	Second Day

*\* All order guarantees assume reasonable quantities*

*\*\* Large quantities require special scheduling*

*\*\*\* Pickups based on space available in delivery vehicle*

All next day and second day orders will be delivered to the customer between the hours of 8:00 AM and 5:00 PM.

Archive Management Service will make every effort to deliver / pickup your order as soon as possible. Based on delivery / pickup volume, there will be times that you can receive your delivery earlier than expected. Rush services are available for those orders that just cannot wait and additional charges will apply.