



5 December 2017

SUBJECT: HOLIDAY SHUT-DOWN SCHEDULE

Dear Aerojet Rocketdyne Supplier:

All Aerojet Rocketdyne, Inc. sites will be closed for the holidays from Saturday, December 23, 2017, through Monday, January 1, 2018.

Normal receiving operations will stop at close of business on Friday, December 22, 2017, and will resume on Tuesday, January 2, 2018.

Aerojet Rocketdyne has already communicated our holiday schedule to our contracted carriers. We recommend that any deliveries required before the end of the year are **shipped not later than Friday, December 15, 2017**, in order to arrive and be processed in adequate time prior to shut-down. Please do not wait until the last minute!

NOTE: Buyers may authorize individual exceptions to specific Purchase Order items required to be received over the holidays for any critical program deliveries. Any delivery not expressly authorized by the terms of a PO or by specific Buyer written direction should NOT be shipped prior to year end. Should you have any questions on the shut-down and specific deliveries required under Aerojet Rocketdyne Purchase Orders, please contact the Buyer as soon as possible.

Receipts must be processed in our automated system before we can make most supplier payments. This can only occur following receipt of a proper invoice. Invoices must be entered into our automated system and approved by **December 15, 2017**, for us to close our financial books and records for the end of the year. Otherwise, the payment will occur when work resumes in January.

We wish you and all your staff the happiest of holidays and look forward to working together in the New Year.

Sincerely,

A handwritten signature in black ink that reads "Mariel Dennis". The signature is written in a cursive, flowing style.

Mariel Dennis
Acting Director
Supply Chain/Materiel Management Compliance