

**TO:** All Weil-McLain Distributors and Agents

**FROM:** April Johnson, Marketing Director

**SUBJECT: DEC. 2009/JAN. 2010 PHYSICAL INVENTORY & PLANT SHUTDOWN**  
**Weil-McLain Manufacturing and Distribution Facilities**

Weil-McLain will be conducting a company-wide physical inventory and plant shutdown December 28, 2009 through January 8, 2010. This will include the facilities in Michigan City, IN, Eden, NC, and the Pennsauken, NJ warehouse.

Production and shipping will be closed from Thursday, December 24, 2009 (Holiday Weekend) until Monday, January 11, 2010. The last normal shipping day will be Wednesday, December 23, 2009.

Normal production and shipping schedules at all facilities will resume on Monday, January 11, 2010.

Weil-McLain will be shipping Emergency No Heat Orders **Only** during Physical Inventory. Our Customer Service Department will determine what will be shipped and what constitutes a **No Heat** situation.

Please use this information to plan your purchases and shipping requirements for Weil-McLain products throughout the months of December 2009 and January 2010.

<b>WED</b>	<b>THURS</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>	<b>MON</b>	<b>TUES</b>
<b>Dec 23</b> Last Regular Workday	<b>Dec 24</b> Holiday	<b>Dec 25</b> Holiday	<b>Dec 26</b> N/A	<b>Dec 27</b> N/A	<b>Dec 28</b> Eden Physical Inventory	<b>Dec 29</b> Eden Physical Inventory
<b>Dec 30</b> Eden Physical Inventory	<b>Dec 31</b> Eden Physical Inventory	<b>Jan 1</b> Holiday	<b>Jan 2</b> N/A	<b>Jan 3</b> N/A	<b>Jan 4</b> Eden Plant Shutdown	<b>Jan 5</b> Eden Plant Shutdown
<b>Jan 6</b> Eden Plant Shutdown	<b>Jan 7</b> Eden Plant Shutdown	<b>Jan 8</b> Eden Plant Shutdown	<b>Jan 9</b> N/A	<b>Jan 10</b> N/A	<b>Jan 11</b> Eden Operations/ Customer Shipments Resume	<b>Jan 12</b>