



November 2, 2011

From: Church Brothers Sales Team

**RE: Winter Transition**

To : Our Valued Church Brothers/ True Leaf Customers:

As we begin preparing for our Annual move to Yuma, AZ; there are some key dates and timelines important for our customers to be aware of. Compliance with this timeline will help to ensure a smooth and efficient transition for all.

Please be aware of the following dates, and communicate them to your respective companies.

**Monday, November 14<sup>th</sup>**: All orders shipping out of San Juan Bautista, CA

All orders for shipping the remainder of the week out of San Juan Bautista must be submitted by **NOON** on Monday, November 14<sup>th</sup>

**Wednesday, November 16<sup>th</sup>**: True Leaf Plant - San Juan Bautista: Last Day of Production

**Friday, November 18<sup>th</sup>**: All orders shipping for Monday, November 21<sup>st</sup> must be placed by **NOON** on Friday, November 18<sup>th</sup>. These orders will ship out of **YUMA, AZ**

**Monday, November 21<sup>st</sup>**: **Orders Begin Loading in Yuma, AZ**

**NO SAME DAY ORDERS FOR MONDAY LOADING IN YUMA**

**Monday, November 21<sup>st</sup> – 26<sup>th</sup>**: Minimal Shipping out of San Juan Bautista.