



Quick Reference Guide

2020 Holiday Schedule

January 1st
(*News Year Day*)

May 25th
(*Memorial Day*)

July 4th
(*Independence Day*)

September 7th
(*Labor Day*)

November 26th & 27th
(*Thanksgiving*)

December 25th
(*Christmas Day*)

2021 Holiday Schedule

January 1st
(*News Year Day*)

May 31st
(*Memorial Day*)

July 5th
(*Independence Day— Observed*)

September 6th
(*Labor Day*)

November 25th & 26th
(*Thanksgiving*)

December 24th
(*Christmas Day— Observed*)

Your Records Are Always Available!

HOW TO ORDER

Orders can be issued via our website (with USER I.D.)
Orders can be e-mailed to: amy@crowninformationmanagement.com

In Order to maintain chain of custody all records must be requested via the web or e-mail. Requests will not be taken over the phone.

DELIVERY SCHEDULE

Standard operating hours are Monday - Friday 8:00 a.m. to 5:00 p.m.

Delivery & Pickup

Next Day: Requests received before 3:00 p.m. delivered by 5:00 p.m. next day

Same Day: Request received by 11:00 a.m. delivered by 5:00 p.m.

Rush: Request received and delivered within 3.5 hours, regular business hours, Mon-Fri.

Emergency: Any request for service when delivery is within a three hour window, after hours, weekends, and holidays.

