

December , 2010

**Re: Business calendar for year change period**

Dear customers,

Thank you for your usual order for our products and services.

Please be informed about our business calendar for year change period as below. We apologize for your inconvenience during this term. Thank you for your understanding.

Sincerely,

**Office closing from December 29<sup>th</sup>, 2010 till January 3<sup>rd</sup>, 2011**

Custom DNA/RNA Synthesis				
		Order acceptance deadline	Order acceptance	Delivery
12/27/2010	Mon	[FAX 15:00] [e-mail 17:00] [HP 18:00]	A	A
12/28/2010	Tue	[FAX, e-mail, HP 12:00]	PA <sup>*1</sup>	A
12/29/2010	Wed	(Office close)	NA	NA
1/3/2011	Mon			
1/4/2011	Tue	[FAX 15:00] [e-mail 17:00] [HP 18:00]	A	PA <sup>*2</sup>
1/5/2011	Wed	[FAX 15:00] [e-mail 17:00] [HP 18:00]	A	A

**A: Available, PA: Partly available, NA: Not available**

PA<sup>\*1</sup>: Next day delivery service is not available.

PA<sup>\*2</sup>: Delivery will be made for the orders accepted till December 28<sup>th</sup>, 2010.

\* This is a delivery schedule for normal oligo products. For HPLC and modified oligos, please inquire.

\* For orders placed between December 29<sup>th</sup>, 2010 and January 3<sup>rd</sup>, 2011, we will accept on Mon., January 4<sup>th</sup>, 2011

\* Please note that the other services will be not available for the period from December 29<sup>th</sup>, 2010 till January 3<sup>rd</sup>, 2011.

Please inquire for details.

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**Hokkaido System Science Co., Ltd. Customer Management Department**

2-1, Shinkawa Nishi 2-1, Kita-ku, Sapporo-shi, Hokkaido 001-0932

TEL 0120-613-190 FAX 0120-616-334

E-mail: dna@hssnet.co.jp URL: [http://www.hssnet.co.jp/index\\_e.htm](http://www.hssnet.co.jp/index_e.htm)