

Hours of Operation

HOURS OF OPERATION

Business Hours & Communication Policy:

In an effort to serve you better and maintain a healthy work life balance I have developed the following office hours. These office hours make it easier to serve you and my family more effectively. Please make note of these times and dates and try to plan your questions and projects around them.

Hours of Operation:

- **Monday – Thurs** 9 am – 3 pm (*Closed 12 pm-1 pm for lunch*)
- **Friday:** Closed*
- **Saturday:** Closed*
- **Sunday:** Closed*

Communication:

- **When I check email:** During normal business hours I generally check and respond to emails twice per day – once in the morning at 9am CST and in the afternoon at 2pm CST.
- ***During closed business hours:** Emails, calls and other online messages will ONLY be responded to during normal business hours.
- ****Emergencies:** I know emergencies happen. So, if you **ask yourself “*Is this really important enough to interrupt Bev’s lunch or family time?*”** If you feel the answer a definite YES, send me a text message and I’ll respond as soon as I can

Important Note: *Last minute projects or requests for work done after business hours will be billed at twice the rate.*

[Click Here to Download this Schedule](#)

Additional Office Closures You Should Know About...

Additionally, my office will be closed during vacations, major holidays and once per quarter for business development.

2017

November

- 11/23 – Thanksgiving
- 11-28 Closed for Live Stream Telethon

December

- 12/20 – 12/26 Christmas Break
- New Year's Eve 12/31

2018

January:

- 1/1- New Year's Day
- 1/15 – Martin Luther King Jr. Day

February:

- 2/19 – President's Day

March:

- 3/26 - 4/1 – Business Development

April:

- Open all month, yay!

May:

- 5/28- Memorial Day

June:

- 6/25 – 7/1 – Closed for Business Development

July:

- 7/4 – Independence Day

August:

- 8/6 – 8/13 Vacation

September:

9/3 – Labor Day

9/24-9/30 – Business Development

October:

10/8 – Columbus Day

November:

11/12 – Veteran's Day Observance

11/22 – Thanksgiving

December 2018:

12/17 – 1/3/2019 – Holiday Vacation + Business Development