



# President Container Group

290 Ballard Road • Middletown, New York 10941  
Phone: 845.516.1600  
Fax: 845.692.2001

## TO ALL EMPLOYEES

### \*\*\*CALL OUTS MESSAGE REMINDER\*\*\*

Please remember to leave a clear message with your **NAME, POSITION, CREW** and the **REASON** you are calling out or coming to work late. In the event of lateness please specify the time you will be in. All call outs must be at least 2 hours before your schedule shift time.

To call out sick or if you are going to be late please call **“ONLY”**: (845) 516-1600 Ext. **124**

Thanks

HR Department

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#### Corporate Headquarters

200 West Commercial Ave. • Moonachie, NJ 07074 Phone: NJ 201.933.7500 Fax: 201.933.8990 NY: 212.244.0345  
Mailing Address: P.O. Box 387 • Wood-Ridge, NJ 07075-0387

