

# PAJUA OFFICE HOURS

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**THE PHYSICAL OFFICE IS CURRENTLY CLOSED, ALTHOUGH STAFF ARE THERE FROM TIME TO TIME.**

Payments are to be made by ACH, Wire or direct deposit to our bank account. The information is included in all quotations. It is also included on the Premium Payment and Service Fees section of this website (see menu on the left).

Phones are being handled and email is monitored.

We continue to offer coverage as needed during this time. All material should be sent by email to [Insurance@pajua.com](mailto:Insurance@pajua.com) or by FAX to 610-825-0688. **DO NOT MAIL MATERIALS.**

Labor Day until Memorial Day:

8:15 AM to 4:00 PM

Memorial Day until Labor Day:

Monday through Thursday, 8:15 AM to 4:00 PM

Friday, 8:15 AM to 3:00 PM

Friday, April 2<sup>nd</sup>, 2021: 8:15 AM to 12:00 PM

Thursday, December 23<sup>rd</sup>, 2021: 8:15 AM to 12:00 PM

Thursday, December 30<sup>th</sup>, 2020: 8:15 AM to 3:00 PM

The office will be closed:

Friday, January 1<sup>st</sup>, 2021

Monday, February 15<sup>th</sup>, 2021

Monday, May 31<sup>st</sup>, 2021

Monday, July 5<sup>th</sup>, 2021

Monday, September 6<sup>th</sup>, 2021

Monday, October 11<sup>th</sup>, 2021

Thursday, November 25<sup>th</sup>, 2021

Friday, November 26<sup>th</sup>, 2021

Friday, December 24<sup>th</sup>, 2021

Friday, December 31<sup>st</sup>, 2021

# PAJUA RTK REQUESTS\*

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RTK – refer to contact information on “contact us” page.

The form on the Pennsylvania Office of Open Records Website may be used. Alternatively, you may include the same information in a letter or email.

Office of Open Records: <https://www.openrecords.pa.gov/ContactOOR.cfm>

Standard form: <https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf>

- \* Act 15 of 2020 purports to subject PAJUA, a private non-profit association, to the RTKL. PAJUA is challenging that and other provisions of Act 15 in a pending lawsuit.