

Burlington

As of Monday 12/10/18, Burlington will be using a new Appointment Scheduling system. To support this initiative, we ask that all prepaid vendors take notice of the following requirements:

- 1) Appointment requests submitted by you or your selected carrier need to continue to use the attached Burlington Appointment Request Form. No change in this procedure.
- 2) Appointment requests will now need to be submitted to the following e-mail addresses:
 - East coast – autoschedule-east@burlington.com
 - West coast – autoschedule-west@burlington.com
- 3) Changes or follow-up communication regarding appointment requests using the new system should be directed to Burlington.ASM@burlington.com

The old addresses (BCF Scheduling East and BCF Scheduling West) will still be monitored as we make this transition, but it is important that vendors start to use the new “auto schedule” addresses as of 12/10.

We thank you in advance for helping us with this process improvement and the Burlington Scheduling team will be glad to assist as we transition.