

# 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. If no one is available to answer the phones, please leave a message or send an email and someone will get back to you.

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 610-441-7509. **Please do not mail materials.**

Labor Day until Memorial Day:

9:00 AM to 12:00PM; 2:00 PM to 4:00 PM

Memorial Day until Labor Day:

Monday through Thursday, 9:00 AM to 12:00PM; 2:00 PM to 4:00 PM

Friday, 9:00 AM to 12:00PM; 2:00 PM to 3:00 PM

Friday, April 17<sup>th</sup>: 9:00 AM to 12:00PM

Thursday, December 26<sup>th</sup>, 2025: 10:00 AM to 12:00PM; 2:00 PM to 4:00 PM

Wednesday, December 31<sup>st</sup>, 2025: 9:00 AM to 12:00PM; 2:00 PM to 3:00 PM

Friday, January 2<sup>nd</sup>, 2026: 9:00 AM to 12:00PM; 2:00 PM to 3:00 PM

The office will be closed:

Wednesday, January 1<sup>st</sup>, 2025

Monday, February 17<sup>th</sup>, 2025

Monday, May 26<sup>th</sup>, 2025

Friday, July 4<sup>th</sup> 2025

Monday, September 1<sup>st</sup>, 2025

Monday, October 13<sup>th</sup>, 2025

Tuesday, November 11<sup>th</sup>, 2025

Thursday, November 27<sup>th</sup>, 2025

Friday, November 28<sup>th</sup>, 2025

Thursday, December 25<sup>th</sup>, 2025

Friday, December 26<sup>th</sup>, 2025

Thursday, January 1<sup>st</sup>, 2026

Friday, January 2<sup>nd</sup>, 2026

# 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.