

White, John

From: Code A
Sent: 17 November 2008 12:07
To: White, John
Subject: RE: Mr Willson

Hi John

I have booked you into meeting room Elm from 1-2pm today and have called reception to ask them to call you when Mr Wilson arrives.

Kind regards

Code A
Secretary
Blake Laphorn
New Kings Court, Tollgate, Chandlers Ford, Eastleigh SO53 3LG

Code A
Switchboard: 023 8090 8090
Fax: 023 8065 1236

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From: White, John
Sent: 17 November 2008 11:43
To: Weale, Lucy
Subject: Mr Willson

Hi!

Mr Wilson is coming over at 1.00 pm to collect his papers from me!

Please can you book a meeting room for between 1.00 pm and 2.00 pm just in case I need to meet with him. At the same time please can you also let front desk and reception know that he is calling in at about 1.00 pm and ask them to call me so I'll come and meet him.

Best wishes

Code A
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