

Other Document Form

Number

185

Title **EMAIL Code A** RE CONTACT WITH MRS RICHARDS 5/2/2004
(Include source and any document number if relevant)

Receivers instructions urgent action Yes No

Document registered / indexed as indicated

No(s) of actions raised

Statement readers instructions

Indexed as indicated

No(s) of actions raised

Examined - further action to be taken

Further actions no(s)

When satisfied all action raised Office Manager to endorse other Document Master Number Form.

Code A			
		O/M	SIO
		Indexer	

Code A

From: Code A
Sent: 05 February 2004 14:41
To: Code A
Cc: Niven, Nigel
Subject: Lesley RICHARDS

Code A

For the spreadsheet.

Code A/Nigel

FYI.

Call from Lesley RICHARDS 1410 hrs today. She wished to confirm that she would like to be informed of the category **in person with her sister Gillian MACKENZIE**. She is aware that Gillian will receive a phone call in advance. Lesley does not want a phone call as Gillian will ring her. She has asked if she can have a lift to Eastbourne on the day.

Code A

PS The 0845 number on her letter was wrong and relates to an advertising agency but she's not complaining!