

Other Document Form

Number

124

Title EMAIL FROM Code A E TRANSPORT DETAILS FGM 11/9/2003.  
(Include source and any documents)

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 action no(s)

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

Code A	
O/M	SIO
Indexer	

**Code A**

**From:** Code A  
**Sent:** 10 September 2003 09:16  
**To:** Code A  
**Subject:** FW: Taxi booking for FGMs  
**Importance:** High

Dick,

For the spreadsheet, I spoke to Mrs MacKenzie yesterday and informed her of the below arrangements. I spoke to Mrs Ripley today (0910) and informed her. Both are happy. Thanks, Code A

-----Original Message-----

**From:** Code A  
**Sent:** 09 September 2003 15:34  
**To:** Code A  
**Subject:** RE: Taxi booking for FGMs  
**Importance:** High

-----Original Message-----

**From:** Code A  
**Sent:** 09 September 2003 12:59  
**To:** Code A  
**Subject:** Taxi booking for FGMs

Barbara,

Please can you arrange the below named to be collected by taxi and **taken to and from** the FGM meeting at TT on Thursday 11th.

1. Mrs Gillian MacKENZIE - to be collected from the foyer of The SPINNAKER, 286 Bridge Road, Lower Swanwick at 1815 / Code A Hedge End Cabs will collect and return at the times specified from the locations specified for a fee of £14-£16. Price will be confirmed on the night and will be double the metered fare of the initial journey. Payment can be made at Netley via cash.
2. Mr and Mrs RIPLEY - to be collected from: Code A Hedge End Cabs will collect and return at the times specified from the locations specified for a fee of £40-£44. Price will be confirmed on the night and will be double the metered fare of the initial journey. Payment can be made at Netley via cash.

They are to be dropped off at Netley reception and collected at 2100.

**Invoice to Operation ROCHESTER**

Thanks,

**Code A**