

Candace Bloomfield  
Supplier Development Officer  
Tel: 01603 704582  
Fax: 01603 704714

To: Lloyd Swell

From: Candace Bloomfield

RE: MEETING ON 12 SEPTEMBER 2002

Lloyd

With reference to our conversation of today please find enclosed map and directions to our London Office, Trevelyan House.

The meeting will take place at 13.30pm on 12 September 2002 in Room 3.6. If you could go to the main reception desk at Trevelyan House, where you will be asked to sign in and they will contact me and I will come and collect you.

If you need any equipment for your talk/presentation please could you let me know and I will aim to ensure that you have it available to you.

If you need to contact me on the day please ring my mobile 0777 1946951. If you cannot get through on the day please try Sally Herbage, who will get a message to me, on 020 7271 1451.

This fax contains 2 pages – if you do not receive it all please ring me on 01603 704582.

Thanks

Candace