



# Memo

**To:** All Clients  
**From:** Virgo Business Centers  
**Date:** August 1, 2016  
**Re:** **Guest Registration**

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It has been brought to our attention by building management that guest are not being registered into the system ahead of time, causing delays in the process of registration.

We kindly ask for clients that are expecting guest (s), please email the front desk at [REDACTED] with your guest's complete name (as printed on ID) to be added to the guest registry.

Please note that any guest that is not registered as an expected guest, will be asked to contact you directly.

Thank you,

Virgo Business Centers