



Memo

To: All Clients
From: Virgo Business Centers
Date: August 20, 2014
Re: **Building Security**

Please be advised that going forward, the building management, **Normandy Realty Partners** will no longer allow any guest to access the fourth floor if their names are not in the visitor system.

If you expect guest (s) after hours or during the weekend please inform the front desk with your guest's complete name to be added to the guest registry.

Thank you,

Virgo Business Centers