



Memo

To: All Clients
From: Virgo Business Centers
Date: October 20th, 2015
Re: FEDEX

Unfortunately, at this time building management will not grant access to **FEDEX** due to a not providing a compliant Certificate of Insurance.

The management team & VIRGO are working diligently with them to resolve this issue.

In the meantime, FEDEX **will not** deliver to the building and any outgoing FEDEX have to be dropped off at the nearest FEDEX Depot located at 641 Lexington Ave. (54th Street).

We apologize for the inconvenience this has caused.

Thank you,

Virgo Business Centers