



To: All Clients
From: Virgo Business Centers
Date: June 25th, 2012
Re: **REMINDER-Guest Registry**

Please be advised that the building lobby security require and strongly implement that all guest (s) and food deliveries are to be registered through a Virgo Staff member before allowing access to the 4th floor.

Simply send an email with your guest (s) full name, approximate time of arrival and date to 575reception@virgobc.com or dial x2300.

Keep in mind this is in affect during afterhours and weekends as well. Please submit requests to staff before 5:30pm for afterhours and on Friday before 5:30pm for all weekend registries.

Thank you and for any questions, feel free to contact a Virgo Staff member.