

From: 575 Reception <[REDACTED]>

To: 575 Center Manager <[REDACTED]>

Subject: Security Memo

Date: Wed, 20 Aug 2014 14:46:10 +0000

Attachments: 575-BuildingSecurity.docx

Inline-Images: image001.jpg; image003.jpg

Good morning,

Attached is the security memo that has been in effect since the beginning of this year. Please take your time to review and make everyone in your office and company aware of the changes. Unfortunately, we have been experiencing a great amount of unannounced guests to our floor the past weeks that have caused much confusion.

Please make a Virgo employee aware of your guests first and last name, via email. If you have guests coming in, more than one time in the week, please make us aware of that as well so that we may add them accordingly.

Also if your guest's name is not in the list you will have to personally escort them from the lobby to the fourth floor.

Kindly,

Genesis Enriquez | Receptionist

[REDACTED]

[REDACTED]

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