C:\Users\karen.braime\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\K3576178\MC900240511[1].wmf

FROM MONDAY 6TH OCTOBER THE RECEPTION DESK WILL NOT OPEN UNTIL 8.30AM.

THIS IS TO ALLOW STAFF TO CONCENTRATE ON ANSWERING THE TELEPHONE AND DEALING WITH QUERIES BEFORE THE RECEPTION DESK OPENS.

SIMILARLY IT WILL CLOSE AT 6PM ON AN EVENING.

WE WILL BE OPEN FOR APPOINTMENTS OUTSIDE THESE TIMES AS NORMAL BUT ASK YOU TO USE THE CHECK IN DESK TO MARK THAT YOU HAVE ARRIVED.