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Subject: Office needs

Marcia:

After the branch managers meeting last week, we were asked to send you a list of what is needed for our office.

Needs:

- One more test station for the testing room
- Parking lot needs to be extended to where the old trailer was behind our building, it is a very nasty mess back there. Where the trailer was sitting is a big hole not deep but looks very bad not just to me but to the public. I know they are in the process of looking into this but parking is a major thing here, now that we have the wait time down.

Wants:

I know things will come up but really I am happy with everything that is going on in our office.

Marcia, thanks for all your support and the wonderful staff that you have there to support us in the field.

Thanks

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