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Date: 8/8/2016 3:44:12 PM

Subject: August 22-25-CARPET

As we discussed in the staff meeting earlier today new carpet will be installed in our offices, August 22-25. The Wade Hampton Conference Room will be available for staff to use during this interruption. Boxes will be delivered to your desk this week for you to pack up any valuables. Your entire workstation will be moved, so your desk will need to be cleared by 7 a.m. on August 22.

More information to come.

Thanks,

-Katherine