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Date: 10/23/2017 11:14:33 AM
Subject: Office Phones

Good Morning,

They are in the process of replacing the phones this morning. Until further notice please take messages and email them rather than forwarding the phones. I would like to make sure we don't accidentally miss something on a voicemail or because we couldn't answer during the changeover. Thank you.

Best Regards,
Catherine McNicoll
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