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**Date:** 11/25/2014 10:26:56 AM

**Subject:** RE: Holiday Notice

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FYI

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**From:** Roberts, John  
**Sent:** Tuesday, November 25, 2014 10:15 AM  
**To:** Ellison, Ruchelle  
**Subject:** FW: Holiday Notice

Please forward to all staff!

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**From:** Jewell, Peggy [Peggy.Jewell@colliers.com]  
**Sent:** Tuesday, November 25, 2014 9:37 AM  
**Subject:** Holiday Notice

To Our Valued 1301 Gervais Tenants:

In observance of Thanksgiving, the 1301 Gervais building and the Colliers International property management office will be closed Thursday, November 27th. Access will be available by security access cards only. In addition, the Colliers International property management office will also be closed on Friday, November 28th. If overtime air is needed, please contact the Colliers Service Center office no later than noon on Wednesday, November 26th.

If you have yet to log in to the Colliers Service Center please do so by going to [www.ColliersServiceCenter.com](http://www.ColliersServiceCenter.com)

In the event of an emergency, please call the Colliers Service Center at 1-888-389-9932.

Have a fun and safe holiday.

Best regards,

**Peggy Jewell, CPM**

Property Manager | South Carolina

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