

# memo

**Date** 11/6/06

**To:** Support staff

**From:** Tony

**Re:** Visit from Head office

Just a fast reminder to all of you that several representatives from our head office in Tokyo will be visiting our facility next Thursday and Friday (Nov. 16 & 17). Please make sure your work area is clean and orderly. Of course, I don't think I need to ask all of you to try hard to make an overall good impression. I know I can count on each of you.

Thanks.