While you were out

For: Gerry McManus

Date: December 2015

Time: 3.10 p.m.

Message: Kieran Smith from Software Solutions called. He said that he would be very late for there meeting tomorrow morning. He will be their at about 10 a.m. as he has a meeting with administration staff at 9 a.m. He has emailed the completed annual report to you He asked if you could print the statistics required for the meeting. He is in meetings this afternoon but you can contact him after 5.30 p.m. if you have any questions. His number is: 0233-345398.

Message taken by: Lisa