

Friday 20 February 2009

## **Circular to Clerks -**

# **Recent Thefts in Building**

Please be aware that a number of thefts have occurred in the building recently. CCL suspects the thefts to have been carried out by the same person, however there is no information about the appearance or identity of the suspect.

The thefts have occurred during the day on attended floors. Please be aware of this, notify your staff and floor members and have both CCL's numbers (9231 3644) and ASAP's number (0415 486 482) handy. Awareness at reception is critical to preventing theft in the building, I strongly suspect that another attempt will be made given the relative ease with which the most recent thefts have been carried out.

If you have any questions or concerns, have any information or have seen anything suspicious, please let me know.

Thanks,  
Lee

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