

# COUNSEL'S CHAMBERS LIMITED

A.C.N. 000 111 302

When replying please quote

Thursday 16 April 2009

## **CIRCULAR TO SHAREHOLDERS AND CLERKS** **LOCKHART CHAMBERS**

### **Window Cleaning**

The cleaning of windows in Lockhart Chambers will commence on Friday 17 April 2009 and finish Saturday 18 April 2009, weather permitted. The windows will be cleaned on the inside and outside, so the cleaners will require access to the windows in Chambers and at Reception. This cleaning is part of a routine schedule.

If you have any questions, or need to report instances of the windows not being thoroughly cleaned, please contact the Maintenance Office on 9231 3644.

Lee Albert  
**Operations Manager**