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Memorandum

To:	Anthony Hampshaw	cc:	J Robinson
From:	Jim Morrison		
Date:	25.11.11		
Re:	**ONSITE Recruitment @ Kettering Project**		

Anthony,

Just to let you know how happy we are with your services at KGH.

It is refreshing to have trade operative's track records and resumes sent for our review and approval prior to commencement on the project.

This ensured we had more confidence in operative's ability and prevented unnecessary delays and this proved to be the case at KGH.

We believe that by providing a consistent service with capable, experienced tradesmen, good communication and great staff, is the key to maintaining and expanding a robust client base.

We feel that you and your staff have provided all this at KGH and would not hesitate to recommend your services to any interested party.

Regards

Jim Morrison

Jim Morrison

Mechanical Supervisor

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