## **Office procedures**

	Closing procedures at the end of the day
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$(Helvetica \Rightarrow) 18 \Rightarrow (\blacksquare) (B \mid I \mid \underline{U}) (\Xi \mid \Xi \mid \Xi) (\Xi \neq) (\Rightarrow \forall)$	
To:	All Employees
Cc:	
Subject:	Closing procedures at the end of the day
<b>■ •</b> From:	"R.C. Wilson, builing manager" <rcwilson@ (mobileme,="" builing="" manager="" offline)<="" r.c.="" th="" wilson,="" ‡=""></rcwilson@>
Last employee to leave: • Close all windows • Set alarm system • Turn on answering machine • Lock all doors	

If you are the last to leave the office, please close all windows.