

1.

FOR MORE INFORMATION ABOUT ANY OF THE JOB VACANCIES ON THIS LIST,  
PHONE 0845 1234, QUOTING THE REFERENCE NUMBER.

2.

We guarantee delivery to your door within 24 hours, if the goods are in stock.

3.

Staff are reminded that all arrangements for leave must be approved in advance by line managers.

4.

From: Accounts  
To: Sales Department  
Subject: Expenses

Send in all receipts for expenses by the last day of this month.

5.

**SCHRODERS**

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