

To: Newbie
From: Your Secretary
Date: September 15, 2011

RE: Appointment Notice - Sam Stevens

Again, sorry about the late notice but I've added an appointment to your calendar. It's for tonight. It's a direct request from Jeff Sinclair - one of the equity partners. Hope you didn't have plans.

This is another new client. The client's name is Sam Stevens, and is an old buddy of Jeff's - they were both in Rho Theta Phi in college. This is a personal favor for Jeff, and since he doesn't handle landlord-tenant disputes, he's passed it on to you. Don't mess it up.

You've got discretion to take on the case at your standard rate of \$175 per hour.

-T

Talia Winters
Administrative Specialist
Sinclair Lochley & Sheridan