

**From:** pmfd@reading.ac.uk  
**Sent:** 22 July 2010 10:20  
**To:** k.p.doyle@reading.ac.uk  
**Subject:** Automated Help Desk EMail : 1065382

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Job Number : 1065382 has been logged Today 22/07/10 @ 10:20  
Logged By : K Doyle  
Section : Projects  
Building : W050 - Facilities Management  
Level : 1  
Room : F02  
Project Number : B2500200

**Project Description**

*[This is where you will find the description of your work request]*

Thank you for raising this work request. A Small Works Project Manager will be in contact with you shortly. In the meantime should you have any queries or require further assistance please contact the Small Works Projects Section who will be very happy to help.

Telephone: 0118 378 5299

Email: PMFD@reading.ac.uk

Web:

[www.fmd.reading.ac.uk/Building\\_the\\_University/Project\\_Management\\_Team/Small\\_Works/](http://www.fmd.reading.ac.uk/Building_the_University/Project_Management_Team/Small_Works/)

**FOR YOUR INFORMATION**

It is important to note that by authorising this work request an initial customer funding allowance of up to £500 has been allocated to this WREN. The Project Manager will liaise with you throughout when committing any costs against this allowance.

It is also important to note that we offer our first hour consultation FREE OF CHARGE. This will allow the Project Manager to advise you on the viability of the work and the options available.