

**From:** pmfd@reading.ac.uk  
**Sent:** 22 July 2010 10:22  
**To:** [k.p.doyle@reading.ac.uk](mailto:k.p.doyle@reading.ac.uk)  
**cc:** t.r.cole@reading.ac.uk  
**Subject:** Works Request : 1065382 Tim Cole

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Job Number : 1065382  
Logged By : K Doyle  
FM Section : Project Management Feasibility & Design  
Building : W050  
Level : 1  
Room : F02  
Project Number : 1065382

**Project Description**

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

Your Small Works Project request has now been allocated to Tim Cole who will contact you shortly.

Telephone : 0118 378 6615

Email : t.r.cole@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.