



Fax

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To Venue 'X'
Fax 020 7123 4567
From Robert Ellwood
Date 3 September 2004
Total pages 1 (including this page)
Regarding **VENUE GUIDE – AUGUST
REPORT**

Dear Venue 'X'

We are pleased to produce the 'Venue Guide Enquiries' report for the month of **August**.

The total number of calls generated from the Venue Guide, from September 03 to August 2004 is 3629. Note that this does not include calls made direct to our office.

Your breakdown is as follows:

<u>Type</u>	<u>Number received</u>	<u>Area call came from</u>
Telephone (calls)	22	9 – London 0207 4 – London 0208 3 – South East 6 – Mobile
Facsimiles	3	2 – London 0207 1 – London 0208
Website (hits)	8	N/a

If you would like any further details about your enquiries (length of calls etc.) or have any other queries, please do not hesitate to contact me.

We hope that this innovative enquiry tracking service has helped you in understanding your sources of business.

Kind regards,

Robert Ellwood
Investment & Business Officer

*If you do not receive all the pages
please contact us on the number
above as soon as possible*