Ashford Business Services Ltd

General Office Circular

Document	Date	From	To
OF-MC-001	9 November 2026	Sarah Mitchell, Office Manager	All staff

Subject: General office circular - office arrangements and points of contact

Ashford Business Services Ltd issues this circular to confirm the office arrangements at Boardroom, 12 Church Street, Birmingham and the point of contact for office queries.

Office arrangements

- The office at Boardroom, 12 Church Street, Birmingham remains the main place of work for staff covered by this circular.
- Day-to-day queries go to Sarah Mitchell, Office Manager, in the first instance.
- Any change will be announced by a further circular from Sarah Mitchell.

What staff need to do

- Read this circular and keep it for reference.
- Direct questions about these arrangements to Sarah Mitchell, Office Manager.