Ashford Business Services Ltd

OFFICE ORDER

Issued by Sarah Mitchell, Office Manager, on behalf of Ashford Business Services Ltd. Binding from 9 November 2026.

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

Subject: Office order - approval of office documents in James Patel

Directives

1. From 9 November 2026, every document prepared by James Patel must be approved by Office Manager before issue or circulation.
2. No document covered by this order may be issued without that approval.
3. Office Manager in James Patel is responsible for submitting documents in good time and keeping a record of each approval.

Scope

This order applies to James Patel at Boardroom, 12 Church Street, Birmingham. Direct any question to Sarah Mitchell, Office Manager.