

Dear Ms. Miller,

I would like to remind you that our company meeting next week really should begin as close to on time as possible. I would appreciate it if our visiting presenters, Marc, Jo, and Quinn, could possibly arrive at the office early enough to set up. I think there rooms are reserved at that hotel.

Hopefully you can pick Quinn up when his flight lands. He would like to stop at the hotel at half-past, then they will both go to the meeting room to set up at 7. Remember, it would be great if someone could try to pick up brochures at the print shop sometime before they close

He says he will already be at the hotel before six, and may want a ride to the office really early. It would also be great if someone can send our lunch order and ask them to deliver it when we'll be hungry. Along with coffees and pastries in time.

Thank you for helping our day on run schedule!

sincerely, Ms. Cooper.

**Editor's Margin Notes:****Editor's Questions:**