

MEMORANDUM

DATE: MARCH 31, 2005
TO: FILE 36-8535
FROM: KARI LYNN TOWNSEND
RE: TELEPHONE CONVERSATION

Cherie Hubbs phoned yesterday regarding the request for \$25.00 filing fee in our letter of March 28, 2005. She said that she had included her check # 5583 in the amount of \$25.00 with the ownership change that we received on 3-28-05. I told her that I would check with the reception desk to see if the check might have been mislaid.

I checked the database for receipting information and found 3 transactions for the Hubbs from 1988 and 1996. I checked with the reception desk and Michelle didn't find any record of the check. Michelle was absent on the day the ownership change was received (3-28-05) so a substitute receptionist was at the desk that day.

I called Cherie Hubbs today to let her know that the check has not been located in our office. She said she will send a new check and asked us to return the original check (#5583) if it is ever found.