

Distributing the post

The post will get left in the warehouse; either office staff or warehouse staff will bring it to the main office. You need to stamp 'received' and the correct date on all letters not the envelopes. Firstly, see if the post is for Viamed, VST, Vandagraph or Humanmed. Any company that states "Strictly private and confidential" do not open it, let the person for who the letter is intended open it.

Viamed post - If the letter is for a specific person and they have a tray, put the letter in the tray, if the letter is address to a generic name or department, e.g. 'office secretary' look at the "Who's Who" guide to give the letters to the correct person. If someone gets post but doesn't have a tray you can hand them over to the person. If we get any post from Armstrong Watson, do not open this post as it's private and should be given straight to Helen.

Vandagraph - If we get post for Vandgraph we should put it all in Jean's tray in the office.

Viamed Properties – Post should be put in Jeans Tray in the office.

Humanmed - If the envelope states "private and confidential" ask one of the Directors to open i.e. Derek, Steve or Helen. If we get post that doesn't state "private and confidential" open and post the letters we receive to Germany by using the envelopes provided in the trays in the office.

VST- If we get any post for VST put the in Steve Nixon's tray in the office and let him know he has received some post.

If you are unsure of anything please ask.