|  |  |
| --- | --- |
|  | **Grafton Office Leasing Corp.** |

**Memo**

To: Shirin Jackson

From: Jenny Gargosian

CC: Robin Rothmore

Date: January 8, 2012

Subject: Commercial Rental

We are pleased that you have expressed interest in renting office space through us. We have spaces available in several buildings.

Below is a chart of some of the offices we have available.

When we talked last, you asked about cleaning services. Each of our properties uses a different contracted cleaning service. As we discussed, here are their names.

We look forward to working with you to provide the business space you need to succeed.