

Bronna Sanders

From: Bronna Sanders
Sent: Monday, August 23, 2010 12:00 PM
To: Tammy Parish (tparish@midland.edu)
Subject: ATC Room Booking

Hi, Tammy ~

We spoke last week regarding the **Paralegal Association of Permian Basin (PA/PB)** booking the **Lecture Hall** at the **ATC Building** in April 2011 for our Annual Spring Seminar. Our association had a board meeting last Wednesday and we would like to request **Friday, April 15, 2011** for our Seminar, **8:00 a.m. to 5:00 p.m.** Our speakers' topics will cover **current legal issues, legal updates, and ethics.**

Please let me know if you need any additional information and I will be happy to provide that for you. Once reviewed (upon approval), please advise and I will forward you a check in the amount of \$350, along with the necessary contract provided by your office, in order to lock in and secure this date.

Thanks so much, and I look forward to hearing from you.

COTTON BLEDSOE TIGHE & DAWSON, PC

Bronna Sanders, ALS, Paralegal, Mediator

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Paralegal to **W. Clark Lea**
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