

COUNTY OF LAKE

BOARD OF COUNTY COMMISSIONERS:

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DEPARTMENT OF BUILDINGS & GROUNDS
CHARLES KLCO, Superintendent

August 22, 2013

TO: Elected Officials and Office Managers

RE: Mailroom Closure

The Lake County Mailroom will be closed on September 10, 2013 from the hours of 8:00AM through 4:30PM for the installation and training of a new postage machine. The Mailroom will start processing mail on September 11, 2013 at regular operating hours.

Any mail received on Monday September 9 after 1:00PM will held for processing on Wednesday September 11, 2013.

Please advise your staff of these dates and times, so they can plan accordingly. If you have any questions, please contact me at extension 2577. Thank you in advance for time and cooperation with this matter.

Thank you,

Chuck Klco

CC: Jason Boyd