***Sunday, 1 January:***

You arrive at ASAP Apartments and find Bea’s front door.

Unsurprisingly, the door is locked and protected by a keycode.

There’s a note next to the door:

You need to find FOUR locations from the following clues.

Using your string, connect locations A and B in a straight line, and use another piece of string to connect locations C and D. Make a note of the number of the location where they intersect.

The combination of the door is the intersected location number PLUS **all** the numbers mentioned in the following clues. Good luck!

**Location A:**

In what **type of email** (request, inquiry, complaint, etc.) would you find the following sentence:

*“Thank you for bringing the late delivery of the Project 200 report to my attention.”*

Find the location with this type of email in its name.

**Location B:**

What **element of an email** is this:

*“This is regarding the Nexus 100 accounting system.”*

Find the location with this element of an email in its name.

**Location C:**

Which punctuation mark is used for connecting words -- for example, in the phrase “world-famous actor”?

Find the location with this punctuation mark in its name.

**Location D:**

Which **guideline** is broken in the following sentence:

*“I want you to send me copies of the last 100 invoices you processed.”*

Find the location with that guideline in its name. The location you **need** is directly across the street to the north.