Hecuba, Dawn & Co. Ltd.



Registered and Commercial address:
HECUBA, DAWN & Co. Ltd.
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Fax: +(357) 25 59 18 38

E-Mail: info@hecubadawnco.eu

COMMUNICATION INSTRUCTION

In order to serve you better, more efficient and to avoid missing your e-mail in our company's in-box you are kindly asked to follow our company's communication procedure.

General rules:

- 1. Always fill in the SUBJECT field accurately reflecting your interest;
- 2. When sending an attachment, and wishing to be sure that we have received it, please use facility from your e-mailing program by going to the MESSAGE OPTIONS and requesting THE READ RECEIPT as this function enables you to be sure that we have your document on our computer system.

Distribution of e-mails:

- 1. When wishing to receive general answer regarding services of our company, or regarding payment schedule please use info@hecubadawnco.eu; also if you need any legal or financial assistance you may use this address;
- 2. When sending anything relating to the Contract please use contracts@hecubadawnco.eu
- 3. When sending time sheets, expense forms, expense justifications or anything else that concerns invoicing procedure please use invoices@hecubadawnco.eu

Telephone system:

As of April 1, 2008 Operations Division is located in Belgrade, Serbia. To reach this Division please use following numbers:

+ 381 11 34 42 125

+ 381 11 24 21 625

To send fax use: + 381 11 38 36 921

To reach Zoran Vukmanovic on his mobile (only when he is not available on the fixed telephone) please use + 381 65 38 36 920 or if that one is unavailable + 381 65 38 36 921 (car phone).