



ORRIDGE
the Company that Counts



Centre House, Court Parade,
Aldridge, West Midlands WS9 8LT
Tel: +44(0) 1922 472 000 Fax: +44(0) 1922 472 074
www.orridge.co.uk

MEMORANDUM

TO: ALL REGIONS

FROM: MELANIE HUMPHREYS – HEAD OF OPERATIONS

DATE: 24TH JULY 2020

SUBJECT MATTER: EXPENSES

All,

Where possible can you please email your expenses to:-

expenses@orridge.co.uk

Over the next few weeks we are hoping to bring back additional support for the administration department but they will be working remotely so will not receive any expenses posted in.

If you cannot email your expenses one person is receiving the post but if they are on holiday etc there may be a delay in processing your expenses

Thank you

Melanie Humphreys
Head of Operations

