



## Memorandum

From: CCS Ops

To: CCS Team

Dated: March 16<sup>th</sup>, 2018

Re: (Siebel /Edges Jobs)

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A few days ago, we received a complaint from Shreveport/Monroe that edge jobs are being placed to be worked before the Seibel jobs. Today, dated March 16<sup>th</sup>, 2018 the same complaint was brought forth by Baton Rouge.

Effective **immediately**, in an effort to complete Same Day Completion, if there is a Seibel job in unscheduled status but there is an Edge job for the same time frame place edge job in unscheduled and proceed to schedule the Seibel job. The same goes for cancel jobs, always ensure that the **Seibel jobs have first priority** to be worked on.

Any questions or concerns, please check with your floor supervisor.