Company Office Tour Planning

A What are most important areas for your clients to see?

1	.....	4	.....
2	.....	5	.....
3	.....	6	.....

B What areas do you want to avoid?

.....

C Your visitors arrive at 10 am. Work out a sensible order for the tour.

TIME	AREA	AREA MANAGER ON HAND	TOPICS TO COVER	KEY COMMENTS
10 am	*reception*	.....	.....	.....
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