***Neasden Branch***

***Rickmansworth Group***



**Jared Wood, Industrial Relations Rep Auto 49228 (Amersham) Mob 07796 698747**

**To RMT Members,**

**11 Oct 2012**

**Ticket Office Discrepancies**

As a new batch of surplus/loss letters have just gone out I am re-circulating the attached pro-forma memo for you to use in response to any letter you receive.

If you know a discrepancy has arisen because of machine failure or similar then write your own memo giving this information. If you do not know why a discrepancy has occurred I suggest you use the attached.

All the best,

Jared. 