**Clinton Labs FAX**

**To:** Seacoast Family Health

**From:** Your Name, Office Manager

**Date:** October 1, 2017

**Re:** New morning pick-up time

**Pages:** 1

**Fax:** (802) 555-5478

Effective October 15th, Clinton Labs will pick up laboratory specimens at 10:00 a.m. and 3:30 p.m. daily. We trust the addition of the morning pick-up time will improve the efficiency of our service. All abnormal results will continue to be reported to your office by telephone.

The lab will continue to be open until 7:00 p.m. for drop-in service. As always, we welcome your comments and suggestions on how we can better serve you.