

All Employees
R.M. Ridley
"Open House"

January 3, 1980
NO-22-934.1-MRL

To celebrate the opening of our new offices, Amoco Norway Oil Company will hold "Open House" for employees and their families on 24 January, between 1700 and 1900 hrs.

You are invited to bring along your spouse and children with the idea of showing them around the new office facilities.

The company will provide snacks and soft drinks in the canteen so we would like to know if you will attend and how many of your family you will bring.

As our canteen can only seat 71 we will have to spread ~~over~~ use over these two hours and we therefore request staff and their families to take their refreshments at the following times:

1, 2 and 7th Floors	1700-1730
5. Floor	1730-1800
6. Floor	1800-1830

These times need not be strictly adhered to but are given as a guide to avoid crowding in the canteen.

There will be movies for the children throughout the evening in the 8th floor Conference Room.

Please complete the attached form and return to J.W. Alexander before 18th January 1980.

We hope you and your family can attend and help us celebrate this occasion.

R.M. Ridley

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