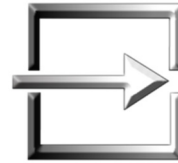


Memo

Meta Office Limited

Education Management Information Systems



To: **Meta Office Clients – Attention Accounts**
From: Richard Hamilton-Williams, Meta Office
Date: 1 December 2011
Topic: **ADDRESS AND BANK ACCOUNT CHANGES**

Please note that our mailing address and bank account have changed. You can use the new details immediately.

NEW ADDRESS

Meta Office Limited
29 Hikurangi Street
Trentham
Upper Hutt 5018

NEW BANK ACCOUNT

Meta Office Limited
Kiwibank, 155 The Terrace, Wellington
38-9012-0243588-00

Our other contact details have not changed. Enquiries can be directed to sales@meta-office.com or by ringing the Help Desk on 04 939-1267

Richard Hamilton-Williams
29 Hikurangi Street
Trentham
Upper Hutt 5018

Email Richard@meta-office.com
Phone +64 4 939-1267
Fax +64 4 386-3519
Mobile +64 27 4499-187