

MEMO TO: Raymond Ruiz

FROM: Charlotte Libretto

DATE: December 28, 20—

SUBJECT: Client Listing

As you requested, I am enclosing an up-to-date new client list for our Atlanta area clients. This list is current as of this week, and it includes clients in the counties of Carroll, Cobb, Douglas, Fulton, and Paulding. Please note that the total billing hours are also shown in this list.

Douglas and Fulton counties represent the greatest number of clients overall, although this list does not reveal the total number of clients per county. Just in the past quarter, these two counties represented nearly 80 percent of our client base. Cobb County clients do not represent a sizable percentage of our client base, but the opening of two new law offices in that county will most certainly generate considerable new business in the coming months.

We will send you an updated list bi-weekly. The next list will most certainly show substantial gains in Cobb County, and we expect business in Douglas and Fulton counties to continue growing because of the tremendous growth in the area west of Atlanta. If you have any questions about any of our new clients, please call our main office at 770-555-1834.

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Enclosure

c: Blair Kiplan