



OFFICE OF RECORDER OF DEEDS
MICHAEL E. KOZIKOWSKI, SR.

MEMORANDUM

TO: All Title Searchers and Other Library Users
FROM: Thomas G. Ferrier *T.G.F.*
Chief Deputy
RE: Customer Service Hours
DATE: December 3, 2009

Just a friendly reminder the customer service hours in the Library are from 9:00 a.m. to 4:45 p.m. All documents printed to the customer service desk must be picked-up for payment by 4:45 p.m. each day. Any documents left on the customer service printer are discarded after 4:45 p.m. daily.

Please remember that you must present your receipt with the request to the Scanning Department for all maps. No receipt, no map.

TGF/mbm