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Mr Rupert Forsythe
Campus Clothing Company
Print House
65 High Street
Ewell
Surrey
KT17 1BX



Ref JHM/JG
26 August 1994

Dear Rupert

Just a note to let you know that everyone was very pleased with the Class of '94 tee shirts which you had on sale at our recent Degree Congregations.

Being a graduate yourself, you will know that Universities are not always receptive to new ideas like this, often because past experience has shown that they result in unnecessary difficulties. It was most satisfying to find that no such difficulties arose in our dealings with you. The fact that you were able to extract all our graduands' names from the same datafile which we used for the production of our printed programme, meant that our involvement was limited to the simple task of copying the datafile to disc, and posting this to you. It was also reassuring to note that you were able to produce sufficient tee shirts within five working days of receiving the disc.

We have a ceremony or ceremonies planned for 8 December 1994, probably on the University Campus. I anticipate that something in excess of 300 graduands will attend on this occasion. Many of these will be overseas graduands who, from your experience in July, would probably be keen purchasers of tee shirts. Please let me know if you would like to attend on that day. In any case, I can confirm that the ceremonies in summer '95 will be held on 6 and 7 July, again in the City Hall.

I look forward to our continuing co-operation.

Best wishes

Your sincerely

A handwritten signature in blue ink, appearing to read 'John H Mitchell'.

John H Mitchell
Administrative Assistant

congdec/proc/campuscl