

## IMPORTANT NOTICE REGARDING MOVE

The Contract & Business Services (CBS) Division of the Office of Public Defense Services is moving on August 12th and August 13th. Until 5:00 p.m. on Thursday, August 12th, our current phone numbers will continue to work and we will have a skeleton crew in the office to handle urgent matters. On Friday August 13th, we will have phone service at the new office and will have staff available to assist you, although our ability to do so may be somewhat limited. By Monday, August 16th we should be fully operational.

Beginning Friday, August 13th, please call (503) 378-3349 to reach a CBS staff person, or you may call the toll-free number which will remain the same. Each employee can be accessed directly by entering an extension number. A list of extension numbers is provided on the back of this notice. To reach the CBS receptionist, please press "300". The new fax number is (503) 378-4462.

Our mailing address will also change. Effective Monday, August 16th, please send mail regarding contract, accounts payable and non-routine expense matters to 1320 Capitol Street NE, Suite 190, Salem, Oregon, 97303.

Office of Public Defense Services Contract & Business Services Division 1320 Capitol Street NE, Suite 190 Salem, OR 97303 (Effective 8/13/04)			
Name	Ext. No.	Name	Ext. No.
<b>Main Phone Number</b>	<b>(503) 378-3349</b>	<b>Fax Number</b>	<b>(503) 378-4462</b>
Ashton, Kelly	300	Meyer, Caroline	308
Aylward, Kathryn	301	Railey, Lorrie	309
Bowers, Angelique	302	Robinson, Erica	310
Dillon, Shelley	303	Schwab, Diania	311
Ferrando, Margaret	304	Strehlow, Billy	312
Gibson, Alan	305	Swenson, Ingrid	313
Jackson, Amy	306	Weeks, Laura	314
McMichael, Christina	307	<i>General Information</i>	<i>300</i>