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**From:** Susan Clark  
**Sent:** 24 September 2007 16:24  
**To:** Jane Gibson; Andy Steel - TSS  
**Subject:** FW: Turner and Townsend  
**Attachments:** Brief for due diligence.doc

Jane

Can you please review the attached brief and provide a cost for this work. Can you also advise on who the contact would be please? We can discuss when we meet this week although the timescales are tight.

Susan

**Susan Clark**

**Delivery Director - Tram**

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**tie limited**

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**From:** Duncan Fraser [<mailto:Duncan.Fraser@edinburgh.gov.uk>]  
**Sent:** 24 September 2007 16:06  
**To:** Susan Clark  
**Subject:** Turner and Townsend

The Directors of Finance and CDD are in agreement with the appointment of TT to enable the attached brief to be provided to the Council. This will require a duty of care letter from TT to CEC. Can you provide me with the contact details so that I can set up an inception meeting to agree the attached brief and progress this commission.

Regards

Duncan Fraser

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