

MEETING REPORT

1. HISTORY OF MEETING

CLIENT	MERCER			
PROJECT	Nº 4	NAME OFFICE: BUILDING VESPUCIO Nº 100, FLOOR 4		
DATE	12-10-10	Start 15:00 hrs.	Finish 15:30	Time of reunion: 30 minutes.
PLACE	Office Marcer, Vespucio Nº100, floor 3			
TYPE	lay-out presentation			
ASISTENTES				
CONTRACT	1. Arq. Pablo Perez.			
MERCER	1. German Diaz 2. Mauricio Norambuena. 3. Luis Fernando.			

2. OBJECTIVES AND BOARDS

GENERAL OBJECTIVES	Lay-out definition
TOPICS TO BE DISCUSSED	Lay-out modification

3. AGREEMENTS AND CONTENT

TOPYCS	DETAIL
Time limit	○ Mercer need to modified position of Chiefs offices desktop 10 and 1, idem others. ○ Finance sector will be transformed into meeting room for 6 people. ○ Existing Bathrooms is returned to sector management. ○ Second area manager office is transformed into room for 8 to 10 people. ○ Reception must face the door. ○ Contract need new multifuncional features. ○ Should consider 3 messenger, the 3rd will be incorporated in to de recepcion. ○ Mail boxes area incorporated front full space. ○ It was decided that the carpet to be purchased is the one adding to the budget. (Existing)

4. COMMITMENTS

MERCER COMMITMENTS	RESPONSIBLE	DATE
• Approve lay-out	Mauricio Norambuena	14-10-10
• Contract signing and advances	Mauricio Norambuena	Once de budget is approved
5. CONTRACT COMMITMENTS	RESPONSIBLE	DATE
• Send modified lay-out Wednesday 13-10-10	Pablo Perez	13-10-10
• Submit budget	Constanza Alarcon	18-10-10

6. NEXT MEETING

DATE	Mondad 18 October	Start 10:30 hrs.	Finish	Time of reunion
PLACE	Mercer OfficeS			
TYPE	Budget Presentation			
BOARD				
PARTICIPANTS				
CONTRACT	Constanza Alarcon, Mauricio Garrido y Pablo Perez			
MERCER	Mauricio Norambuena			

NOTE: This letter reflects the understanding and conclusión reached by the participant carried out during the meeting referred to above. It is requested that if you have any comments that differs to expressed, in this letter you must notified us by writing within 48 hrs. Receipt of this, otherwise it will by made. It sends copies to all present at the meeting.