

Subject: COST MANAGEMENT - OFFICE COSTS, WEWORK INVOICES & VIDEO ROOM

From: George Eaton-Busfield <george@g-cv.com>

Date: 01/12/2016, 12:42

To: "Jason, The JET Group" <jason.earl@thejetgroup.co.uk>, Anita Darbar <anita.darbar@ransquawk.com>, Laura Bennett <laurasbennett@outlook.com>

CC: "aubrey.hayward@ransquawk.com" <aubrey.hayward@ransquawk.com>, Adam Linton <adam.linton@ransquawk.com>, Sam Ramsden <ramsden.se@gmail.com>, Sarah Ranger <sarah.ranger@ransquawk.com>, Adam Voce <adam@g-cv.com>, "George Eaton-Busfield" <george@g-cv.com>

Hi All,

So Invoice from WeWork is in for December and so my response to the questions below, together with some of my own (as it has ratified my concerns on conference rooms costs I raised yesterday re filming):

Jase - no, afraid we can't put on a credit card as it will use up all the credit such that cards will be of no use for anything else - unless they allow DEBIT cards? Please clarify if DEBIT cards not credit cards can be used as I believe we will have one with the new accounts at **The JET GROUP**. Please revert once confirmed with we WeWork and please ensure get a written confirmation given their poor administration history.

Anita - Please can you:

1. Send me a summary of the conference use allowance we get per month AND the usage for November. We have incurred a £580 fee plus VAT for November - we could have had another office for this cost and that was before we have started shooting Videos in earnest.
2. I understand Aubrey has cancelled ongoing meeting rooms and that this will now be booked by Anita or Sarah on a weekly basis which should help - BUT going forward - please seek approval from myself and Adam Voce for the incurrence of any additional credits beyond our monthly allowance - the answer will by default be no as I understand we get a very significant allowance with our room - please advise me if I am mistaken. We must get a handle on escalating and unnecessary costs - particularly when sales are static.
3. Similarly - please advise why we have £300 in additional memberships? - I see no need for this and indeed had cancelled the historic ones and so someone has reinstated / approved additional ones. Please clarify who these are for and cancel them today unless there is valid reason which you can explain please. Again going forward - Please seek approval from myself and Adam Voce if any new memberships are required. Thank you.

Laura / Sam,

- I haven't had chance to read your emails on Videos of today as yet but will revert.
- However, this office costs invoice has validated the concerns I raised yesterday - we are already significantly over our monthly allowance on conference room facility credits and as I understand it we are using one of the largest rooms to shoot the videos. And this is before we start shooting videos in earnest. I am sorry but unless someone can illustrate how we can shoot a daily video (albeit unlikely at this point but we need to plan for the future) in such a large room at zero additional monthly cost we need to find an alternative. My fear is that this room is just not viable economically.
- Please revert with suggestions.

We have got to get smarter at managing costs ladies and gentlemen - at the moment I am simply receiving requests to finance activities - which is all well and good - but only so long as they generate revenue and returns - we still have legacy costs from Schneider and Legals are ongoing until matters with Singhs are concluded.

Sorry to be the one to tighten the belt strings but we have to be prudent in each decision we make to enable us to maximise our profitability in 2017 such that we can all share in the rewards and I am afraid that much of these costs are simply avoidable. For instance we used a one man meeting room previously

to shoot videos.

Thanks for listening – look forward to your solutions.
I will be in tomorrow and next week if you wish to discuss in person.
G

From: Jason, The JET Group [mailto:jason.earl@thejetgroup.co.uk]
Sent: 01 December 2016 11:30
To: Anita Darbar <anita.darbar@ransquawk.com>
Cc: George Eaton-Busfield <george@g-cv.com>
Subject: Re: WeWork invoice - please check

Here you go.

It looks like we can pay by card going forward, shall I add the details for that so it's automated going forward? - George?

Jase

On 01/12/16 09:34, Anita Darbar wrote:

Hi Jase,

Please can you log into your WeWork account and let me know if the December invoice is up.

Thank you
Anita