

TOOL 2.2.5: Travel guide | Exploratory meeting client information pack

PURPOSE: A guide for the client to locate and travel to our office. This is to be included in the 'exploratory meeting client information pack'.

**Client facing tool to be cut below the dotted line and embodied into personalised branded document*

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TRAVEL GUIDE

We are located at *<business address>*.

If you are driving:

<Car parking is available in XY car park located XY around our office. Entrance is from XY Street. You will collect a parking ticket on entry to the car park. (Include any other relevant instructions, including parking fees, to make driving to your office easy. Add details on all available parking within proximity to your office)>

If you are taking public transport:

<Our office is located only a four-minute walk from XY Railway Station which is on the XY rail line. Or, you may wish to take tram number XY, and get off at stop XY. Take the XY street exit from the station and turn sharp left into XY Street. Our office is located on the left hand side and we are on XY level.>

If you have any trouble finding us, please call us on *<phone number>* to get you back on the right track.

Add map of your business location here

