
Catalent Pharma Solutions

Obra: WTC Free Zone, piso 8, ofic. 801

MEETING MINUTE

f/ Catalent: Christopher Rayborn

f/ CONTRACT: Carolina Capouyá

Reunión: Lay-out presentation

Date: 15.11.2011

TOPICS:**Layout:**

In order to optimize the use of the space some changes will be made to lay-out:

- locate the two private offices at the entrance and the open space between the two private offices and Chris's office
- reduce the number of workstation in open space to 8
- add two seats in reception eliminating storage cabinet
- eliminate small round table in Chris's office
- furniture can be smaller in two private offices if it improves use of space
- ceiling can be designed combining gypsum board and modular ceiling
- the office must be functional and nice, but not impressive

Adjustments will be made by 25/11/11

Budget:

- After the approval of the second layout Contract will prepare a budget
- approx. USD900/m2 is a range approved by Catalent