

This is what I have

Function and contact information				Special notes
Customer Service Department				
Order Status	John Doe [Record 1]	(555) 555-5555 (555) 555-4444 fax	john.doe@mycompany.com	Customer Service is staffed from 7 AM to 7 PM, M-F, and 9 AM to 5 PM on weekends. Outside those hours, your call will be returned on the next business day. Emergency calls only: (888) 888-8888, ext 1234.
	Mary Smith [Record 2]	(444) 444-4444	mary.smith@mycompany.com	
Returns	Bill Jones [Record 3]	(777) 777-7777 (777) 777-1111 fax	bill.jones@mycompany.com	
Consumer complaints	Carol James [Record 4]	(222) 222-2222	carol.james@mycompany.com	
Tech Support Department				
Desktop applications	Mike Hill [Record 5]	(333) 333-3333	mike.hill@mycompany.com	Normal support hours are 7 AM to 7 PM; technicians are on call 24/7. Please go to http://intranet.mycompany.com/support for a schedule of on-call technicians.
	Jane Smith [Record 6]	(333) 333-2222 (333) 333-1111 cell	jane.smith@mycompany.com	
Web applications				
	Dave Johnson [Record 7]	(333) 444-1111 (333) 888-8888 cell	david.johnson@mycompany.com	

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