Refuse any animals brought in unitl staff or Liz have given the OK. Take their name, address, tel.no. also write down their car number, also make and colour. If you think they are suspicious and likely to dump, check nearby in case they have after they've left.

Kanji 79 Hiragana 45-67

F.Type

Take their details and hand them over to staff or Liz. (If they come out of hours ask them to come back another day)

G.Type

Store things in office. Take their name and say thank you. Smile a lot.

H. Type

You may need to sign for these, especially registered mail. You may also have to tell them where to put the stuff if the delivery is large.

I. Type

Refer to Japanese staff or Liz.

Useful Japanese:

What is your name?

O-namae wa?

Your address? '

Go-jusho wa? O-denwa bango?

Your tel.no.? What is your business or what do you want?

Go- yoken wa?

There's no-one here right now who speaks Japanese.

Ima, nihongo o shaberu hito wa, inai desu.

Please contact again tomorrow after 10 o'clock

Ashita juu-ji kara mata renraku kudasai

## **Emergencies**

Police (Keisatsu)

110

Fire

119 Kaji desu

Ambulance

119

Kyukyusha o-negai simasu

My name is......Namae wa, .....desu.

My address is......Jusho wa, Nose-cho, Noma Ohara, go-kyu-go (595) Oliver no ie desu.