# Handling Mike Grebe’s calls --

* If MWG calls and staff is away from their desk, ask if he prefers a page or voicemail.
* Unless advised to the contrary screen and offer all calls for MWG to him. If he cannot take the call please transfer to TF or TF’s voicemail.
* MWG will alert the front desk regarding calls he is expecting.
* If caller asks for MWG and TF are away from their desk, advise both are unavailable and offer TF’s voicemail, unless it is one of the following individuals.

A-OK to transfer the following directly to Mike Grebe or his voicemail:

All Bradley directors

Aurora Pharmacy

Biskupic, Steve

Costello, Steve

Freedom Physical Therapy

Gilkes, Keith

Grebe, Kelly

Grebe, Mike Jr.

Hagedorn, Eric

Lidstone, Margaret

Lidstone, Will

MacDonough, Jack

MacNeil, Doug

Perry, Patty

Randa, Judge (Rudolph)

Seaman, Matthew

Seaman, Sally

Selig, Bud

Shriner, Tom

Thompson, Stephan

Travel Associates

Walker, Scott

Zigman, Lyn