

Rivera: Natalie Rivera, Administrative Department.

Sato: Hello, this is Yuta Sato of Sales. I'd like to ask about fixtures. Is this the right number?

Rivera: Hi, Mr. Sato. Yes, you have the right number. How may I help you?

Sato: Some of the light bulbs in Conference Room A-1 are out. We're having a meeting with our client in this room from 2:00 p.m. Could you replace the bulbs before that?

Rivera: I'm afraid that would be difficult. We have a contractor who replaces the light bulbs in the conference rooms. Even if I call them now, they'll be here tomorrow morning at the earliest.

Sato: But the room is a little dark. Is there anything you can do?

Rivera: Let me check the availability of the other conference rooms ... How many of you are attending?

Sato: Five in total.

Rivera: Conference Room C-2 on the 5th floor is available from 2:00 to 4:00 p.m. and it accommodates six people. I can reserve it for you if you'd like.

Sato: That would be nice, thanks. I'll tell the other participants about the change.

Rivera: I'm sorry for the inconvenience. I'll contact the contractor and inform the other employees who reserved that room today.

Takada: OK. See you.

Rivera: Thank you for letting us know. See you later.