

2-Way Memo

Subject: *Hardware Procurement.*

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep one copy, return one copy.

To : *Travis Brown*

DATE OF MESSAGE

5 Apr. '90

ROUTING SYMBOL

SIGNATURE OF ORIGINATOR

H. Thornton

TITLE OF ORIGINATOR

FOLD

MESSAGE

FOLD.

As discussed we need a new governor/inertia load assembly for the Whitmore treadmills under test.

It is a standard item:

Whitmore Governor Assy.

WE-04

015,000

N.B. He has heard nothing of a P.O. for the ergometer handle you purchased.

REPLY

From :

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER