

2-Way Memo

Subject:

Property

To : Mary Petrovic

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.

DATE OF MESSAGE

ROUTING SYMBOL

10 Sept 90

SIGNATURE OF ORIGINATOR

M. Hamilton

TITLE OF ORIGINATOR

FOLD

MESSAGE

FOLD.

The last property listing showed at least one item - a mag. disc reader - that to my knowledge I've never seen much less had. Would like to sort this out -

Attached are the missing loan receipts on the tul. voucher. plus the latest

REPLY

From :

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER