

2-Way Memo

Subject:

McAllister Memo

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 :

T. Brown

DATE OF MESSAGE

13 Sept. 1990

ROUTING SYMBOL

SIGNATURE OF ORIGINATOR

TITLE OF ORIGINATOR

FOLD

MESSAGE

FOLD

As you know the draft of the memo was ready for typing Mon. Sept. 17th. I have corrected this but suggest we wait to include some measurements not available at time of writing as you can send it as is with TBD's.

REPLY

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

From :