

2-Way Memo

Subject: *DTO write ups*

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 : *Mark Bowan*

DATE OF MESSAGE

26 Mar '90

ROUTING SYMBOL

SIGNATURE OF ORIGINATOR

M. S.

TITLE OF ORIGINATOR

FOLD

MESSAGE

FOLD.

Apropos the DTO write ups I promised today. They will be delayed til 28-29 Mar. For I have some patent disclosures with a deadline for completion.

REPLY

From :

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER