

2-Way Memo

Subject: *Hardware Status*

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 : *Don Puddy*

DATE OF MESSAGE <i>15 Jan 91</i>	ROUTING SYMBOL <i>CA</i>
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SIGNATURE OF ORIGINATOR
A. Hamilton

TITLE OF ORIGINATOR

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MESSAGE

Clay McCullough's ofc. requested a brief final status report on the results of the #225 K contract they supported. The request is for Thurs 17th A.M. (made late yesterday)

I strongly feel they deserve this report and that I am the only person who can adequately present it. Does this contravene your interdict on my activities? ie. can I do this?

REPLY

DATE OF REPLY	ROUTING SYMBOL
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SIGNATURE OF REPLIER

TITLE OF REPLIER

From :