

2-Way Memo

Subject: *Clearing*

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 : *Mary Petrovic*

DATE OF MESSAGE	ROUTING SYMBOL
<i>12 Nov 90</i>	<i>50</i>

SIGNATURE OF ORIGINATOR
M. Stanton

TITLE OF ORIGINATOR

FOLD _____ MESSAGE _____ FOLD

The office is clear except for the filing cabinets to be moved to B-4 and the phone. I will be on two weeks leave & give you the key on return (there was no place to leave it) and do whatever is required on the ~~ago~~ property. Again, I have never seen the ~~with~~ disk drive that keeps showing up - ~~W. Stanton~~
Thanks again

REPLY

From :

DATE OF REPLY	ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER