

STATE OF MINNESOTA
OFFICE INFORMATION MEMO

SF-00008-05

		DATE 10/21/91	TIME
TO Kevin	LOCATION		
FROM Chuck	LOCATION		
PHONE NO. 1 854-8894	MESSAGE TAKEN BY		

- | | | |
|---------------------------------|--|--|
| <input type="checkbox"/> Called | <input type="checkbox"/> Please call | <input type="checkbox"/> Was here to see you |
| <input type="checkbox"/> Urgent | <input type="checkbox"/> Will call again | <input type="checkbox"/> Returned your call |

- ACTION**
- | | | |
|--|---|--|
| <input type="checkbox"/> As we discussed | <input type="checkbox"/> For your information | <input type="checkbox"/> Per voice mail |
| <input type="checkbox"/> As you requested | <input type="checkbox"/> For your approval | <input type="checkbox"/> Take appropriate action |
| <input type="checkbox"/> Review and see me | <input type="checkbox"/> For signature | <input type="checkbox"/> Prepare reply for my sig. |
| <input type="checkbox"/> Review and return | <input type="checkbox"/> Notify staff | <input type="checkbox"/> Reply and send me copy |
| | | <input type="checkbox"/> File <input type="checkbox"/> Dispose |

- PHOTOCOPY**
- | | |
|--|---------------------------------------|
| <input type="checkbox"/> One side only | <input type="checkbox"/> Collate |
| <input type="checkbox"/> No. of copies | <input type="checkbox"/> Head to head |
| <input type="checkbox"/> Date needed | <input type="checkbox"/> Head to foot |
| | <input type="checkbox"/> Staple |
| | <input type="checkbox"/> Other |

- TYPING**
- | | |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Rough draft | <input type="checkbox"/> Final copy |
| <input type="checkbox"/> Single space | <input type="checkbox"/> Memo |
| <input type="checkbox"/> Double space | <input type="checkbox"/> Letterhead |
| <input type="checkbox"/> Date needed | <input type="checkbox"/> Carbons |
| <input type="checkbox"/> Rush | |

REMARKS/MESSAGES

RE: Hydraulic lift at
Int'l Plaza

PRINTED ON RECYCLED PAPER

Over



NORMANDALE
PROPERTIES
Incorporated



Charles A. Bohrer
Senior Operations Superintendent

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