

OFFICE INFORMATION MEMO

DATE *7-2* TIME *3:42*

TO *Kevin* LOCATION

FROM *Chuck Bohrer* LOCATION

PHONE NO. *1854-8894* MESSAGE TAKEN BY *[initials]*

- Called
- Please call
- Urgent
- Will call again
- Was here to see you
- Returned your call

ACTION

- As we discussed
- As you requested
- Review and see me
- Review and return
- For your information
- For your approval
- For signature
- Notify staff
- Per voice mail
- Take appropriate action
- Prepare reply for my sig.
- Reply and send me copy
- File
- Dispose

PHOTOCOPY

- One side only
- Head to head
- Head to foot
- Collate
- Staple
- Other

TYPING

- Rough draft
- Single space
- Double space
- Rush
- Final copy
- Memo
- Letterhead
- Carbons

REMARKS/MESSAGES

Confirmed 10:00
Meeting
Suite 678, International Plaza

7900 Enter water Dr.

35W -

494th east to 24th Ave.

go So. on 24th turn

left on 80th, go to 3rd flhs

tall Blue Bldg.