

January 9, 1997

TO: Mr. John Jones
Budget Manager

Mr. George Smith
Administrative Assistant

FROM: Chet Rhodes
Computer Genius

SUBJECT: External Memo Format

Avoid typing special mailing instructions on the memorandum unless special mailing is required. When special mailing instructions must be included, type or stamp them in capital letters on the sender's reference line, flush right. Indicate any special mailing instructions or fax on the "Descriptive Type:" line on the doc summary.

Double-space one paragraph memorandums of 10 lines or less.

Instead of signing on the "FROM:" line, an official may choose to sign at the bottom of the memo to ensure that nothing will be added after it has been signed. When this is the case, type the official's name at least five lines below the text.

Center the memorandum vertically on the page.

