MEMORANDUM

October 24, 1996

To: Ronald Haron

From: Laura Denk

Subject: Memorandum Format

Ron -- this is the memorandum format.

The font for the word "memorandum" is Palatino, bold, 14 point.

If the memo is a draft, borrow Cathy's "DRAFT" stamp to mark it as such.   If it is a final memo, sign or initial the memo next to your printed name above.

Finally, at the bottom of the memo -- include the file # and computer address.

      File [number and name of central file]
      Haron e:\wp-docs\[name of file in your e: drive]