

NR_key_name: 9B11C92EAEF3DB0F8525653D0073386C
SendTo: CN=Chet Rhodes/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Jerrie Olson/O=ARRB
DisplayFromDomain:
DisplayDate: 10/27/1997
DisplayDate_Time: 4:09:57 PM
ComposedDate: 10/27/1997
ComposedDate_Time: 3:58:31 PM
Subject: Template

The external memorandum template you have provided on some of the computers (I was helping Michelle Combs with one) has a problem in that you have set a 2" top margin. That would be great except for memos that are two or more pages -- then your second page drops down to 2" instead of 1". I wonder if you have done the same on letter format, etc., because I have received letters from Tom S. to deal with and I wondered why the second page dropped so far (thought he did it). I think it is easier for them to handle to be told that, if they using the letterhead, space down to the 2" marking for the first line of the first page. Then subsequent pages will be where they are supposed to be without their having to go into reveal codes. Just a suggestion.

Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: