

**NR\_key\_name:** 7A3648697EC69F5A852565B7005CA4F2  
**SendTo:** all  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Tracy Shycoff/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 02/26/1998  
**DisplayDate\_Time:** 11:53:46 AM  
**ComposedDate:** 02/26/1998  
**ComposedDate\_Time:** 11:51:55 AM  
**Subject:** FedEx and Couriers

friendly (or not) reminder...we continue to receive bills for services that I know I have not approved. Please remember to get my (or Jeremy's in my absence) approval prior to sending anything via courier or FedEx. I am asking Janice not to send anything unless Jeremy or I have initialed the package.To: ALLcc: From: Tracy Shycoff/ARRBDate: 01/30/98 08:13:38 AMSubject: FedEx and CouriersOur bills for courier services and FedEx have been increasing recently. It appears that these services may have been used when US mail would be adequate.From now on, before sending something via courier or FedEx, please get my approval first. If I am not here, please see Jeremy or Tom for approval. Obviously, in emergency cases we trust you to use your good judgment--but use the expedited services only when there is a genuine need for an urgent delivery. And, unless there is a dramatic need for a weekend delivery, please use FedEx only for next business day delivery.

**Body:** Thanks in advance for your cooperation. If you have any questions/concerns, please feel free to ask.  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**