NR_key_name:	5A8970AA9816C3E98525626B006B1630
SendTo:	CN=Noelle Gray/O=ARRB @ ARRB
CopyTo:	
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Jeremy Gunn/O=ARRB
DisplayFromDomain:	
DisplayDate:	11/05/1995
DisplayDate_Time:	2:32:09 PM
ComposedDate:	11/05/1995
ComposedDate_Time:	2:29:40 PM
Subject:	Formats
Body:	Could you select a two-page memo from the files that will serve as our format model? Let's take that memo and write comments at appropriate places -- such as "MEMORANDUM is 14-pitch"; do not indent paragraphs; double space between paragraphs; sign your name to final; deliver original to Noelle and copy to Jeremy; include file number; include document address; etc.
recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	