

**NR\_key\_name:** F9B49513F063896E85256599007976B4

**SendTo:** CN=Tracy Shycoff/O=ARRB @ ARRB

**CopyTo:**

**DisplayBlindCopyTo:**

**BlindCopyTo:** CN=R ecord/O=ARRB

**From:** CN=Jeremy Gunn/O=ARRB

**DisplayFromDomain:**

**DisplayDate:** 01/27/1998

**DisplayDate\_Time:** 5:15:46 PM

**ComposedDate:** 01/27/1998

**ComposedDate\_Time:** 5:06:42 PM

**Subject:** Re: FedEx and Couriers

I made some slight changes. If it is okay with you, please send it out.  
**To:** Jeremy Gunn/ARRB  
**cc:** From: Tracy Shycoff/ARRB  
**Date:** 01/27/98 03:02:05 PM  
**Subject:** FedEx and Courier Procedures Revised  
Our 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. Thanks in advance for your cooperation. If you have any questions/concerns, please feel free to ask.

**Body:**

**recstat:** Record

**DeliveryPriority:** N

**DeliveryReport:** B

**ReturnReceipt:**

**Categories:**