MEMORANDUM

TO: All Software Division - Programmers

FROM: B. Lumbergh

RE: New T.P.S. Report Cover Sheets

Please use the new T.P.S. Report cover sheets starting
immediately. These new cover sheets will provide a uniformity to
all of our reports. It is imperative these reports be completed for each
product modification as well as at the end of each day.
With proper diligence to this matter, our accounting department
can expedite the billing process.

I know I can count on each and everyone of you!!