

MEMORANDUM

November 7, 2001

TO: Justin
FROM: John
RE: Duties o' the Day
CC: Lee Ann

First, can you get a folder set up in my GroupWise address book for the weekly newspaper e-mails? I'd like to be able to send out the column this week to them.

Second, I need you to help get approval on the column asap. Lee Ann has a copy of the column as well. Please talk with her when you get in about getting approval. As soon as the column is approved, it needs to be e-mailed to quickwire@clarionledger.net. The column cannot be sent as an attachment; you will need to go to the column, hit ctrl + A, then ctrl + C. After that's done, go to the body of the e-mail message and hit ctrl + V. Any questions, just ask Wesley.

Also, please send the column in the same manner as above to the following addresses: dailycor@tsixroads.com and pictim@datastar.net.

Gracias.