TRANSMITTAL SLIP

```

TO:
FROM:

REF. NO. OR ROOM, BLDG.

\section*{ACTION}
\(\square\) NOTE AND FILE
\(\square\) NOTE AND RETURN TO ME
\(\square\) RETURN WITH MORE DETAILS
\(\square\) NOTE AND SEE ME ABOUT THIS
\(\square\) PLEASE ANSWER
\(\square\) PREPARE REPLY FOR MY SIGNATURE
\(\square\) TAKE APPROPRIATE ACTION
\(\square\) PER OUR CONVERSATION
\(\square\) PER YOUR REQUEST
\(\square\) FOR YOUR APPROVAL
\(\square\) FOR YOUR INFORMATION
\(\square\) FOR YOUR COMMENTS
\(\square\) SIGNATURE
\(\square\) INVESTIGATE AND REPORT

COMMENTS:```

