

## ROUTING AND TRANSMITTAL SLIP

ACTION

1 TO (Name, office symbol or location) <div style="font-size: 1.5em; font-family: cursive;">Mr Arthur Fletcher</div>	INITIALS	CIRCULATE
	DATE	COORDINATION
2	INITIALS	FILE
	DATE	INFORMATION
3	INITIALS	NOTE AND RETURN
	DATE	PER CON - VERSATION
4	INITIALS	SEE ME
	DATE	SIGNATURE

**REMARKS**

Perhaps you can use the attached story in some fashion to press for more action.

Do NOT use this form as a RECORD of approvals, concurrences, disapprovals, clearances, and similar actions.

FROM (Name, office symbol or location) <div style="font-size: 1.5em; font-family: cursive;">John [Signature]</div>	DATE
	PHONE