

ROUTING AND TRANSMITTAL SLIP

ROUTING AND TRANSMITTAL SLIP		ACTION	
1 TO (Name, office symbol or location) <div style="border: 2px solid red; border-radius: 50%; padding: 10px; display: inline-block; margin-top: 10px;"> J. M. Fletcher </div>	INITIALS		CIRCULATE
		DATE	
2	INITIALS		FILE
		DATE	INFORMATION
3	INITIALS		NOTE AND RETURN
		DATE	PER CON - VERSATION
4	INITIALS		SEE ME
		DATE	SIGNATURE

REMARKS

F.Y.I.

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

FROM (Name, office symbol or location) <div style="border: 2px solid black; border-radius: 50%; padding: 10px; display: inline-block; margin-top: 10px;"> </div>	DATE
	PHONE