

MEMORANDUM

PRODUCTION SERVICES

TO: MCIVER ART

FROM: Nancy Nordahl
THE TOBACCO INSTITUTE

RE: 83060/1101-5200

DATE: 3/17/83

Please produce base-art for our standard memo pads
using the following information -

KELLY MATTHEWS
Director
Production Services
THE TOBACCO INSTITUTE
202/457-4869 800/424-9876

And overlays for that artwork with the following:

ANNE D. GIROLAMO
Production Coordinator
THE TOBACCO INSTITUTE
202/457-4869 800/424-9876

NANCY M. NORDAHL
Secretary/Production Assistant
THE TOBACCO INSTITUTE
202/457-4869 800/424-9876

TIM HOUCK
Production Assistant
THE TOBACCO INSTITUTE
202/457-4869 800/424-9876

Please return to my attention at the Institute on
jobs completion.

Thank you,

Nancy 

sample enclosed

TI47521468