

MEMORANDUM

June 6, 1985

TO: R. J. Pritchard
J. Alar
J. W. Adams
R. A. Blott
L. W. Butler
E. T. Parrack
C. C. Middleton

CC: Wanda Turner

FROM: Brenda Jameison ← *Copy of attached*

SUBJECT: GENERAL LETTER DISTRIBUTION

Attached is a summary sheet showing the General Letters that were mailed today. If you would like a copy of a particular letter, please check the space next to the General Letter and forward to Carol Metz in the Sales Administration Department. These copies will be sent to you as quickly as possible.

Thanks for your help and cooperation.

Brenda

B. J.

/ss/598J

Attachment

671706500

GENERAL LETTER DESCRIPTION

_____ #DS-2633 - Office Equipment
(Delay in shipping of furniture)

_____ #S-2944 - MAJOR BRAND
(Clarifying confusion on MAJOR BRAND)

_____ #SS-2974 - Sunshine Jr. - RICHLAND BIGIF

_____ #SS-2975 - Sunshine Jr. - RICHLAND
(Automatic distribution)

✓ _____ #SS-2976 - RICHLAND Coupon Drop

_____ #SS-2978 - Kroger Nashville Division
(Plan C)

_____ #SS-2979 - Ports Petroleum - RICHLAND
(Automatic distribution)

NAME _____

DEPARTMENT _____

/ss/0598J

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