



5250-A Naiman Parkway, Solon, OH 44139
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INTEROFFICE MEMORANDUM

TO: General Sales Force
FROM: Denise McKenna, Ext. 214
DATE: May 16, 2013
RE: **2014 DESK BLOTTER CALENDAR**

Last year's desk blotter calendar was well received, and as such, we are offering it again this year. The cost is \$7.15/Each package of 1. Please complete the bottom portion of this form and return to my attention by Friday, July 6. Your blotters will be shipped to you the end of September/early October.

If you have any questions, please do not hesitate to contact me. Thanks for your attention in this matter!

Return to attention of Denise McKenna
By July 6, 2012

Agent Name: _____ #: _____

P/N 167501 Desk Blotter (Qty) _____ \$7.15/Each Total: \$ _____