

INTER-COMPANY MEMO



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DATE: MARCH 27, 1992
TO: DISTRIBUTION
FROM: GENE BONHAM *GB*
RE: WORK ORDER REQUEST

BUILDING SERVICES STRONGLY URGES YOU TO PLEASE BEGIN WRITING
YOUR WORK ORDERS AHEAD OF TIME.

IF YOU HAVE SOMETHING THAT NEEDS TO BE DONE IMMEDIATELY,
PLEASE ENTER WORK ORDERS THROUGH **EMERGENCY** AND RELAY THE WORK
ORDER NUMBER TO US.

BUILDING SERVICES CAN NOT EMPHASIZE THIS ISSUE ENOUGH, SO WE
ASK FOR FULL COOPERATION.

IF YOU HAVE ANY PROBLEMS WE CAN HELP YOU WITH, PLEASE
ADVISE.

THANK YOU.

GB/ap

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