

Model Document: Memorandum

Memo author initials document before distributing.

Opening paragraph is concise and direct.

Headings help organize content.

Numbered list highlights key points.

Memo ends with clear request and deadline.

PROFESSIONAL PUBLISHING SERVICES MEMORANDUM

TO: Barbara Smith, Publications Manager
FROM: Hannah Kaufman, Vice President *HK*
DATE: April 14, 20--
SUBJECT: Schedule for ACM Electronics Brochure

ACM Electronics has asked us to prepare a comprehensive brochure for its Milwaukee office by August 9, 20--. We have worked with electronics firms in the past, so this job should be relatively easy to prepare. My guess is that the job will take nearly two months. Ted Harris has requested time and cost estimates for the project. Fred Moore in production will prepare the cost estimates, and I would like you to prepare a tentative schedule for the project.

Additional Personnel

In preparing the schedule, check the availability of the following:

1. Production schedule for all staff writers
2. Available freelance writers
3. Dependable graphic designers

Ordinarily, we would not need to depend on outside personnel; however, because our bid for the *Wall Street Journal* special project is still under consideration, we could be short of staff in June and July. Further, we have to consider vacations that have already been approved.

Time Estimates

Please give me time estimates by April 19. A successful job done on time will give us a good chance to obtain the contract to do ACM Electronics' annual report for its stockholders' meeting this fall.

I know your staff can do the job.

cc: Ted Harris, President
Fred Moore, Production Editor