

MEMORANDUM

To: Programming Department

From: President Johnson

Date: April 28, 2020

Subject: Attaching cover sheets to reports

This is to remind the department members that, starting from tomorrow, they have to fill all reports with new cover sheets.

The main reason for this request is that the cover sheet provides a summary of the report, as well as the legal copy.

Though all of you will consider this change a headache or an unnecessary step, I assure you that it is important to include the new cover sheets due to their updated information. Failing to do it will definitely result in a poor quality of products which we cannot allow.

I am humbly asking you to follow the new instructions.