

	DATE: May 02, 2007		PROJECT: Downtown Inn		
TO: Bill Minor			PROJECT NUMBER: 1169		
COMPANY: Minor Design, Inc			FAX NUMBER: (214) 555-6666		
FROM: Gina Ortegon			TEL NUMBER: (214) 444-5555		
cc: Laurie Dutton, Joe Schmoe			PAGES INCLUDING COVER: 4		
FOR YOUR:	MEMO	<b>✓</b> TRANSMITTAL			
	USE	REVIEW	APPROVAL	COMMENT	INFORMATION
	FILES	OTHER			
SENT VIA:	☐ FAX	<b>✓</b> COURIER	MAIL	FEDEX/ UPS	OTHER
Please find attached drawings for custom millwork pieces in the lobby. As we discussed, please review them promptly and make any suggestions for improving the cost effectiveness of the construction.					
Thanks for your time!					
Gina Ortegon					