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# MEMORANDUM

**TO:** All Staff

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**FROM:** J. Jube, Event Coordinator

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**DATE:** July 11, 2012

2x

**SUBJECT:** Company Barbecue

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We're going to have a company barbeque on August 1 from 12:00 – 3:00 p.m. The event will take place in the garden beside the parking lot.

Keep the date free, more details to come.

2x

JJ

Sender's Initials