

MEMOS - WHAT THEY ARE AND WHEN TO USE THEM OVER EMAIL



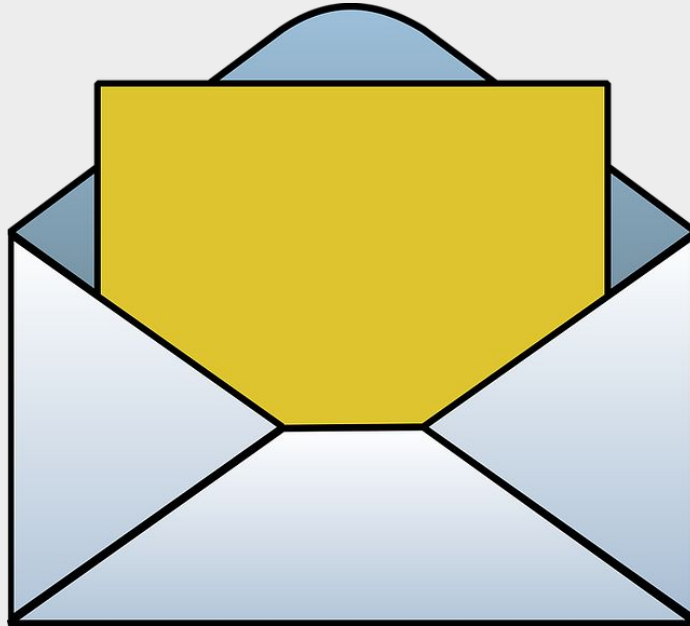
What Is A Memo

- Communication within the company that is meant to last, usually shorter than a report
- Detailed proposal, serious recommendation, new policy, or a note for reference that can be saved



When Email Is Ideal

- Most memos have been replaced by email (fast, informal, temporary, between few people)



Retaining Memo Formatting

- To preserve bullet points, text indentations, lists, italics and bolded text, or significant whitespace
- Save the memo as a PDF and attach in an emailed or print in post in a visible area



Other Times To Use A Memo

- When emails get too long due to too many important points
- Example: If you communicate project notes and details or pros and cons of a decision

When To Use Memo To Clients

- Posting it in place of business

