

Memo

To: Gregory Burton  
Accessories Sales Manager

From: Phillip Garrett, President

Date: May 3, 2019

Re: Sales meeting

There will be a sales meeting on Friday, May 10, 2019, at 11:45 a.m. in the conference room to review upcoming promotions. Lunch will be served.

**Please bring last month’s service records to the meeting, and give it to Firstname Lastname.**