



INTER-OFFICE MEMORANDUM

R. Scott Keith
VP - Business Strategy & Planning
741-4212

August 20, 1996

L. J. Beasley
C. A. Coyle
D. N. Iauco
J. V. Maguire
G. C. Pennell
O. Sorensen
B. K. Stockdale

Re: Sales/Marketing Review With AJS -- Aug. 27

Attached is the agenda for next week's meeting (8/27 at 8:00-5:00 in 10th Lg. Conf. Rm.), as well as a draft of my proposed Performance Review.

I will be out of the office beginning Tuesday afternoon through Friday. Any changes to my draft of the Performance Section should go to Craig Hill, who will make sure my numbers are the same as Sales/Marketing.

If you have any pressing issues, please leave me a voicemail and I will get back to you via voicemail that night.

Thanks.

Scott

:slc
Attachment

cc: Craig Hill
Ken Laplejko