

university of minnesota
memo

to Howard Brewer
from Will Fornell

- For your information
- For your approval
- Approved
- For your attention
- Note and file
- Note and return
- Note and forward
- Please advise
- Please comment
- Please reply
- Please handle
- Send copy
- Please see me

*I understand Shelly
talked to you about
retaining Norm Walker.
Here is my pitch.*