

## MILLENNIUM APPLIANCES

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TO: William Wilson  
FROM: George Andrews  
DATE: September 31, 20XX

SUBJECT:

On-line Copier/Printer Project

Subject to my report regarding the Online Copier and Printer Project, I have to ask you to help me with implementing a better survey.

I would like you to instruct division managers to select two people to serve on a committee to review the Dinero II and the overall process. It is important that we have impartial people involved in the survey.

Secondly, I'd like to ask you if you would write a personnel memo to every network user to make sure they participate in the next survey a little better. Last time we run the survey, we had less than one third of user participation.

Thank you for your cooperation with this effort. If we succeed, we'll have a lot to celebrate. It's become a real issue with the finance people.

Call me if you would like to talk about this a little more. I'll be in my office on extension 23487 until 4 o'clock every night of this week.

Form 6-B