



ECONOMIC OPPORTUNITY ATLANTA, INC.

ROUTING SLIP

| TO — NAME AND/OR DIVISION | | BUILDING, ROOM, ETC. | |
|---|---|---|------|
| 1. | <i>DAN SWEAT</i> | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| <input type="checkbox"/> YOUR INFORMATION | <input type="checkbox"/> HANDLE DIRECT | <input type="checkbox"/> READ AND DESTROY | |
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> IMMEDIATE ACTION | <input type="checkbox"/> RECOMMENDATION | |
| <input type="checkbox"/> AS REQUESTED | <input type="checkbox"/> INITIALS | <input type="checkbox"/> SEE ME | |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> NECESSARY ACTION | <input type="checkbox"/> SIGNATURE | |
| <input type="checkbox"/> CORRECTION | <input type="checkbox"/> NOTE AND RETURN | <input type="checkbox"/> YOUR COMMENT | |
| <input type="checkbox"/> FILING | <input type="checkbox"/> PER OUR CONVERSATION | <input type="checkbox"/> | |
| <input type="checkbox"/> FULL REPORT | <input type="checkbox"/> PER TELEPHONE CONVERSATION | <input type="checkbox"/> | |
| <input type="checkbox"/> ANSWER OR ACKNOWLEDGE ON OR BEFORE _____ | | | |
| <input type="checkbox"/> PREPARE REPLY FOR THE SIGNATURE OF _____ | | | |
| REMARKS | | | |
| <i>For your <u>PERSONAL</u> INFORMATION</i> | | | |
| <i>PETE</i> | | | |
| FROM — NAME AND/OR DIVISION | | BUILDING, ROOM, ETC. | |
| | | TELEPHONE | DATE |
| | | | |