

# XYZ CONTRACTORS

## MEMORANDUM

**XYZ Contractors**  
"When you need it done right!"  
4444 Fifth St., Suite 666  
Lancaster, CA 93535  
Phone (661) xxx-xxxx  
Cell (661) xxx-xxxx  
Ca. Contr. Lic. #000000

Memo To: <b>JOHN Q. CUSTOMER</b>	Memo From: <b>Tom Contractor</b>	
Project Name: <b>747 BOEING ST, STE 757, CONCORD</b>	Copy(s) To: <b>Bill Baird, Al Gore, George Bush</b>	
Subject: <b>Our phone conversation today</b>		Date: <b>8-10-03</b>

John, as per our phone conversation today, the primer to be Zinser water base primer. Tinted to match finish coat to facilitate coverage. Install wedges underneath siding next to bathroom to allow air circulation and to help prevent peeling in this area.

**This is form MEM  
Memorandum  
to ORDER  
CALL ACT Contractors  
Forms at 1-(800) 820-5656**

Please Reply by: 8-12-00  
 No reply necessary.

Writer: \_\_\_\_\_ Date: \_\_\_\_\_  
Recipient: \_\_\_\_\_ Date: \_\_\_\_\_