

# Memo

**To:** ADA Personnel  
**From:** Marcus White  
**CC:** Tom Carson  
**Date:** 5/14/2003  
**Re:** Initials on Boxes and Box Number Records

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**Please record your box numbers at the bottom of this memo and leave it with me at the end of your shift.**

Sorry folks, but I am having a terrible time reading your initials on the box stickers.

Keep putting your initials on the box, but for the time being, please also record the box numbers on this memo, sign it, and leave it on my desk by the phone.

I also ask that Scanners record which machine (or station) they were working on. Thank you.

YOUNG DEEP UNIT # 37

HARVEY E YATES CO

B-9-T18S-R32E 70FN 2630FE

30-025-33643

