



MEMOS

RECYCLABLE

YOUR COMPANY NAME
YOUR STREET ADDRESS
YOUR CITY, PROV. & P.C.
YOUR PHONE NO. & FAX NO.

MEMO

TO: _____

FROM: _____

90-01 (4 1/4 x 7 5/8)

RECYCLABLE

THIS MEMO FITS STANDARD #4 & #10 WINDOW ENVELOPES, ALSO #10A WINDOW ENVELOPES. THIS FORM IS DESIGNED FOR TYPEWRITTEN USAGE.

YOUR COMPANY NAME
YOUR STREET ADDRESS
YOUR CITY, PROV. & P.C.
YOUR PHONE NO. & FAX NO.

MEMO

TO: _____

FROM: _____

URGENT AS SOON AS POSSIBLE

DATE: _____

POSTAL CODE: _____

REPLY FROM: _____

REPLY DATE: _____

SENDER: KEEP PINK RESPONDENT: RETURN YELLOW

90-03 (8 1/2 x 7 5/8) 20A

RECYCLABLE

YOUR COMPANY NAME
YOUR STREET ADDRESS
YOUR CITY, PROV. & P.C.
YOUR PHONE NO. & FAX NO.

MEMO

TO: _____

FROM: _____

URGENT AS SOON AS POSSIBLE

DATE: _____

POSTAL CODE: _____

REPLY FROM: _____

REPLY DATE: _____

SENDER: KEEP PINK RESPONDENT: RETURN YELLOW

90-02 (5 2/3 x 9 1/8) 10A

RECYCLABLE

MEMO

COMPANY NAME • ADDRESS • ADDRESS • ADDRESS

NEW 90-06 (8 1/2 x 7 5/8)

YOUR COMPANY NAME
YOUR STREET ADDRESS
YOUR CITY, PROV. & P.C.
YOUR PHONE NO. & FAX NO.

FROM: _____

TO: _____

DATE: _____

URGENT AS SOON AS POSSIBLE

SUBJECT: _____

POSTAL CODE: _____

REPLY FROM: _____

REPLY DATE: _____

SENDER: KEEP PINK RESPONDENT: RETURN YELLOW

MEMO

THIS MEMO FITS STANDARD #4 AND #10 WINDOW ENVELOPES.

SENDER: KEEP PINK RESPONDENT: RETURN YELLOW

90-04 short (8 1/2 x 8 5/8) • 90-05 long (8 1/2 x 11 5/8)

RECYCLABLE

YOUR COMPANY NAME
YOUR STREET ADDRESS
YOUR CITY, PROV. & P.C.
YOUR PHONE NO. & FAX NO.

1001 DEBIT/CREDIT MEMO

SOLD TO: _____

SHIP TO: _____

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

REASON FOR CREDIT/DEBIT: _____

RECEIVED BY: _____

APPROVED BY: _____

NEW 90-07 (8 1/2 x 7 5/8) 40A

