



# Memorandum

Date: 16 July 2012  
Subject: The use of business documents  
To: All Staff  
From: Joe Pursey

Management are requesting that all documents are proof-read thoroughly before being sent out too customers. Unfortunately their have bean a few incidents lately in witch documents were sent two customers *without* being carefully checked beforehand. This has resulted inn the company appearing unprofessional witch is unacceptable.

If ewe are unsure of any spelling or grammatical points in documents you produce please ask a colleague to cheque them four you before sending.

Please note this applies to email as well as paper-based documents.