**Smith Frances**

Manager, Marketing Support

[Youremailaddress@email.com](mailto:Youremailaddress@email.com)

**Routing Slip**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | | Date: | | |
|  | FYI/files | |  | For next meeting of |
|  | Handle | |  | Forward |
|  | Approve | |  | Return |
|  | Keep | |  | Discard |
|  | Review | |  | Sign |
|  | Prepare Response | |  | Call me |
|  | | | | |
| **Comments** | | | | |
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