

ROUTING AND TRANSMITTAL SLIP

Date

4/28/86

STAT

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/OL	<i>JK</i>	4/28
2. <i>DB/L</i>		
3. <i>D/L</i>		
4. Marie IMSS		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

OL/PD suggested submitting the Form 2420 as soon as possible. Since the EO/OL signed the form for the previous Planning Conferences, I prepared the present one for his signature.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

STAT
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FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg. 2F31
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

AL SLIP

Date 4/28/86

STAT	TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1.	Tony	[]	4/28
2.	Marie		
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

STAT In answer to [] question as to why we will be paying more per room for the OL Planning Conference at the Sheraton-Fredericksburg in October, I'm sending the attached response saying the the rates are seasonal and giving a further breakdown of the other charges that will be incurred.

OL/PD suggested that we submit the Form 2420 as soon as possible. Please sign the attached 2420 as indicated.

Marie

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Planning Conference - 7/8 October 1986, Sheraton-Fredericksburg

STAT
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FROM: <input type="text"/>	EXTENSION	NO.
OL/IMSS		
<input type="text"/>		DATE

STAT
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TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

STAT

TO: (Officer designation, room number, and building)	RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. EO/OL <input type="text"/>		4/29		<p>John:</p> <p>In answer to your note regarding the higher prices quoted by the Sheraton-Fredericksburg for our Planning Conference 7-8 Oct, they advised that they charge seasonal prices and they are higher from 15 March through 30 Nov. Single rooms are therefore \$53 per person in October, vice \$43 in February this year. (Sixteen people will be attending, vice 12 in February.)</p> <p>The same food arrangements as were made in February will cost approximately \$.40 per person more. On 7 Oct lunch will be served in the Meadows and dinner in Dauphine's. On 8 Oct breakfast and lunch will be served in the Meadows. Two morning coffee breaks and one afternoon coffee/soda break are included in the cost of \$54.97 per person, vice \$54.57 quoted in February.</p> <p>The charges for use of an overhead projector, \$40 for 2 days; slide projector, \$40 for 2 days; flip charts, pad, and markers, \$18.50, a one-time charge; and \$90 for changing all locks to the Lee Conference Room, plus covering all air vents, etc., are the same as were charged in February.</p> <p>The cost will be \$10.40 per person higher than in February. If you approve, I'll have the attached letter confirming the reservations signed by an OL/PD Contracting Officer.</p>
2. DD/L			<i>seen</i>	
3. D/L				
4.				
5. C/IMSS/OL <input type="text"/>				
6. <input type="text"/>				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

STAT

FORM 1-79 **610** USE PREVIOUS EDITIONS