**Business Memo to Staff**

**Your Job**

You will create a business memo from the company owners to the cleaning staff that announces their plan to expand their services and explains how it will be introduced to their customers. The client will supply the content for the memo, but formatting and keying the text will be your task. This memo will be short, to the point, and with no salutation or complimentary close.

**Instructions:**

1. Key the text, left-aligned and double-spaced as shown below.
2. Single-space and insert a solid line that extends from margin to margin.
3. Single-space and key the text for the body of the memo as shown below. Left-align and double-space between paragraphs.
4. Key the footer as shown.
5. Carefully proofread your work for accuracy and format.

**MEMORANDUM**

To: Susan Albright, Betty Shines, Nancy Workman, Beth Duster, Cleaning Staff

From: Joe and Marie Whiteglove, Owners

Date: (insert today’s date)

Subject: New Service Strategy

We are about to announce a new service to our current and potential customers. We have made a commitment to establish ourselves as the most unique and comprehensive cleaning service in our market area.

To ensure that everyone is fully aware of what this will mean for our business and your earning power, we are requiring everyone to attend an informational meeting this Wednesday in our conference room beginning at 8:00 a.m.

We will introduce our new promotional materials and share the distribution strategy that will begin the Monday after this meeting. Every will walk away with a packet of materials to use with your customers and a demonstration of our new Web site that will be live that same week.

A continental breakfast will be available for everyone along with a goody bag of new cleaning supplies.

In addition, a competition is planned called Share What You’ve God. If the name hasn’t given it away, what we can is come prepared with more ideas for spreading our news. The prize for our contest will be well worth your contribution.