

MEMORANDUM

TO: Wilma Flintstone, English Department
FROM: Kim Corelli, WCU Bookstore
RE: Textbook order #17514 incorrect
DATE: April 17, 2011

Comment [1]: Excellent. 100

Please re-submit to me the textbook order for the book *Epistles from the Planet Photosynthesis*. The original order was unclear.

Please include the following information in all textbook orders:

- The author's name
- The publisher
- The number of books to be ordered
- The name and section number of the course
- The book's ISBN number
- The department head signature

If you could get this information to me by Friday, April 1, 2011, we can ensure that the textbooks will arrive in time for your instructor's first class in the summer semester. Please contact me at 227-3621 if you have any questions.

Edited by:
Shannon Reckler – Nothing to Edit
Michelle Davis