

# RJR LEAF QUALITY ASSURANCE

FAX TRANSMITTAL

DATE August 1, 1990

TO Kathy Lehman

FROM TN Long

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## MESSAGE

Please set up the ten tables shown as 4 through 13. Each one needs 110V/15A electrical service and one chair.

Rm 113 (B+L) needs four 8 ft. tables and 4 chairs.

Rm 123A (NIRS) needs two 8 ft. tables and 4 chairs.

Rm 123B (LABS) needs three 8 ft. tables and 4 chairs.

Rm 129A (LT) needs one 8 ft. table, one strong 5 ft. table and 4 chairs.

Rm 129B (TREBOR) needs two 8 ft. tables and 4 chairs.

### AV Equipment

1 slide projector for Rm. 129A

1 Overhead projector

1 portable screen

Call me if this information is confusing or you need something addit.  
I look forward to working with you again.

*John*

P.S. Since Dave Wetzel is conference chairman, all keys should be signed out to him - He building matters.

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Transcript:

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P.S. Since Dave Wetzel is conference chairman, all keys should be signed out to him – the building masters