



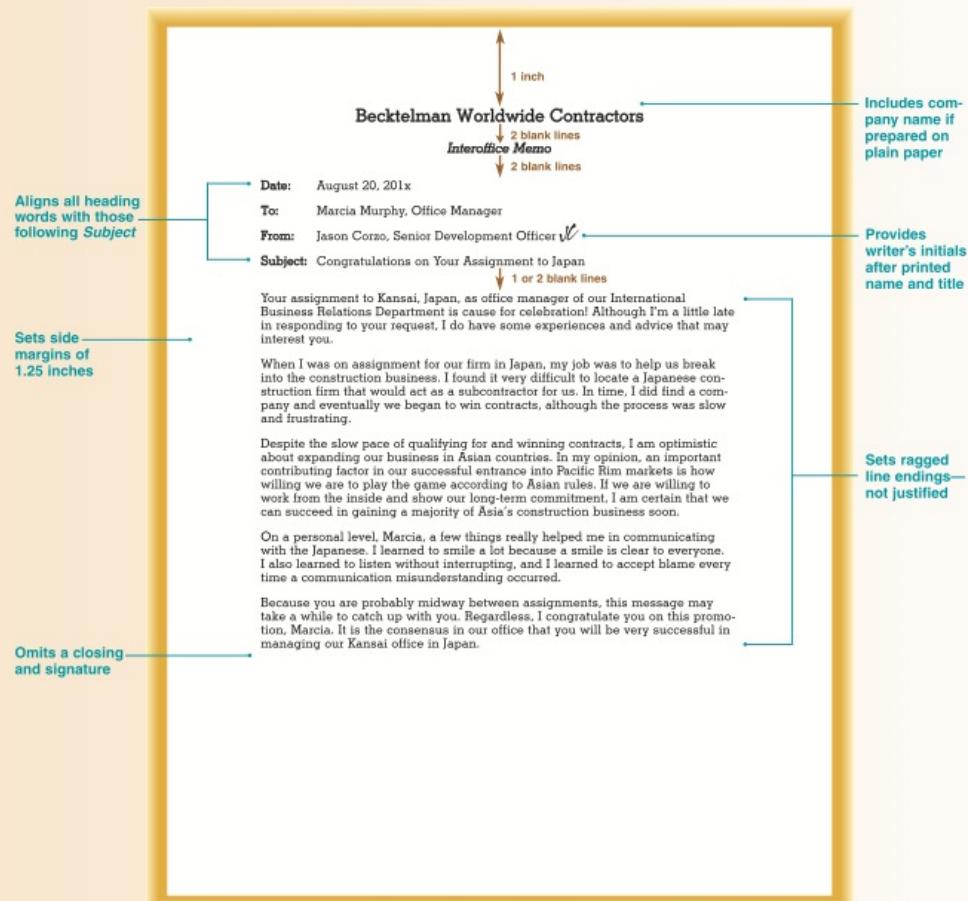
**STUDYDADDY**

**Get Homework Help  
From Expert Tutor**

**Get Help**



**FIGURE 2.1**  
Interoffice Memo



Circle art © iStockphoto.com/Pavel Doeringen



**STUDYDADDY**

**Get Homework Help  
From Expert Tutor**

**Get Help**