
ABC Contractors Inc**CHANGE SKETCHES****No. 1**55 Main Street
Sometown. PA 99999**Phone:** (555) 555-5555
Fax: (555) 555-5554

TITLE: Change Sketches**DATE:** 07/08/2002**PROJECT:** Sample Project #1**JOB:****TO:** Attn: Jane Doe
Architects R Us
243 Terrace Wav
Sometown. US 55555-2345
Phone:555-555-9874 Fax:555-555-6541**STARTED:** 07/08/2002**COMPLETED:** 07/08/2002**REQUIRED:**

REMARKS:

The sketches that Tom Jones requested have been posted on our web site. Please download them and begin the review for our meeting scheduled on July 26, 2002. If you have any questions, please contact me at (555) 555-1234 ext. 901.

Reported By: ABC Contractors Inc**Date:** 07/08/2002**Signed:** _____

John Smith