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## **Collection: Fritz, Sara: Papers** **Folder Title: [Format information for US** **News & World Report]** **Box: 1**

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SJF,

I keep forgetting to mention this so I'll write you a note. Please double-space all memos. MLS laid down the law (unofficially) against singlespaced memos some time back. Though they save paper, they do give some people eye strain.

As for memos you do after 6, <sup>when</sup> ~~Carol~~ Carol and her associates <sup>leave</sup> ~~leave~~ I would suggest that you merely send them to CWF's queue and leave her a note so they will be distributed first thing in the morning. That is quicker than the white box. Things put in there go to the jackets in the newsroom and may not reach ~~mm~~ recipients until 10:30 or 11. If something is really vital on a Thursday night, of course, there is no substitute for delivering it yourself.

Gerald Parshall