

Checklist–Memo

1. Five enters from top of page
2. Headings all capital letters
3. Headings with colons bold
4. Tab used to line up information
5. Headings have a blank line between each
6. One blank line between paragraphs
7. One blank line before reference initials
8. Format of reference initials correct
9. Reference initial in lower case letters
10. Attachment directly below reference initials
11. Enumerations placed using Ribbon
12. Proofreading completed.