

MEMO *Act as if what you do makes a difference. It does.*

TO: All Store Managers

FROM: Joe T.

DATE: April 4, 2023

RE: **Your Mall/Plaza Info**

MEMO # 04-0423 MANY CHANGES HAVE HAPPENED

Please contact your Mall/Plaza's main office (or owner) and return the info below to my attention by April 15th.

DO NOT USE INFO FROM LAST YEAR. NAMES MIGHT HAVE CHANGED

Your store: _____

Property owned by: _____

Main office phone #: _____

Mall/Plaza GM (or person in charge): _____

Their email: _____

Marketing contact: _____

Their email: _____

Operations manager: _____

Their email: _____

Security phone #: _____

The easiest way to get this info is to walk down to their office and ask for business cards.

Please email to JOE T. by April 15th!

Your name _____ Todays date _____