

Little League Discount Memo



The Inside Scoop

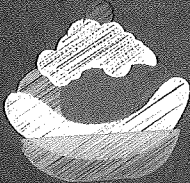
As the owners, Tim and Tara have found that it is essential that all their employees are kept informed of what is going on at Fundae Sundaes. For example, the staff needs to know changes in store hours, upcoming staff meetings, or promotional campaigns.

With the start of the Little League season around the corner, Fundae Sundaes is sponsoring the Little League Sponsorship Discount Program. As sponsors of their neighborhood Little League baseball team, Fundae Sundaes will offer a 20% discount to all players and coaches on the team who come in wearing their uniform.

In this project, you will create a memo to inform the staff about the sponsorship and discount program offered to the Fundae Sundaes Little League team.

Skills

- Formatting a memo
- Using standard bullets



Little League Discount Memo



Use word processing software to format a memo.



Directions

1. Follow the Setup instructions above.
2. Key the text as shown in Document Data 4.
3. Be sure to follow the extra line spacing as indicated by the paragraph symbol.

Setup

Start Up:

Using word processing software, create a NEW document.

Save the File as:

Project 4

Orientation:

Portrait

Margins:

Top 2", Bottom 1", Left 1", Right 1"

Line Spacing:

Single, no additional spacing before and after paragraphs

Font, Size:

Calibri, 11 point

(unless otherwise noted)



Formatting

1. Change the title to 14 pt., center aligned, all caps.
2. Change the words To, From, Date, and Subject in the heading to all caps.
Note: Be sure to use the tab key to align the heading details.
3. Apply standard bullets to the menu items listed for the discount.
4. Carefully proofread your work for accuracy and format.
5. Resave the file.
6. Print a copy of the document if required by your instructor.

Document Data 4

Memo	Title
To:	Fundae Sundaes Employees
From:	Tim and Tara Flaherty, Owners
Date:	March 26, 20__
Subject:	Little League Discount Program

Tab

Heading

As you may know, Fundae Sundaes has been a proud sponsor to neighborhood Little League teams over the past five years. Many of you may not be familiar with our Little League Sponsorship Discount Program. To show our commitment, all players and coaches from this year's sponsored team will receive a 20% discount at Fundae Sundaes. The discount program will begin on April 20, 20__.

Players and coaches must come into the store wearing their uniform in order to receive the discount. This year's uniform consists of light blue T-shirts and baseball hats. Our logo is prominently displayed on the front of the T-shirt as well as on the hat. The team is eligible for a 20% discount on the following menu items:

- Ice Cream Cones
 - Sundaes
 - Smoothies
 - Banana Splits
- Menu Items

Please make every effort to recognize and offer the discount before the customer makes the request. Let's really make them feel that they are part of the Fundae Sundaes family by treating them as such!