

REMINGTON ARMS COMPANY, INC.

INTER-DEPARTMENTAL CORRESPONDENCE

Remington
OUTLINE

PETERS
REPORT

"CONFINE YOUR LETTER TO ONE SUBJECT ONLY" _____

Ilion, New York
December 16, 1985

TO: T.C. DOUGLAS
R.S. MURPHY
K.C. ROWLANDS
D.S. FINDLAY

FROM: J.W. BOWER

QUARTERLY AND MONTHLY REPORTS - 1986

Please have Quarterly Reports to me by:

March 14	September 12
June 13	December 12

Quarterly reports should include a summary of the work done during that quarter on each of your programs.

Monthly Reports are due on:

January 17 ON TIME	July 18
February 19	August 20
April 18	October 17
May 16	November 19

Monthly reports need not be written on each program. Only significant achievements during the month need to be included.

JWB:js

MONTHLY REPORTS