

# Memo #4

## **Dandelion Organic Delivery**

To: Maria Stavrakas and Jonny Lane, Founders, Dandelion Organic Delivery  
From: Megan Husko, Student, Western Washington University  
CC: Kristi Tyran, Professor, Western Washington University  
Date: Monday, November 7, 2016  
Re: Project Update #4

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Comments: I have had a very productive week and I'm excited to share all my accomplishments with you!

Accomplished from October 31, 2016 – November 6, 2016:

1. Sorted through all data CDs, organized files, and transferred onto a jump drive for easier access.
2. Utilized photos in Mail Chimp campaigns and will be using other photos in the creation of the brochure.
3. Completed all four mail-outs (details about each can be found in the body of the e-mail I sent)
4. Contacted colleague about transforming your logo into a portable network graphic (PNG). She accepted to do a work trade with you and also expressed interest in assisting with the design of a t-shirt, business sign, etc.

Plan for next week November 7 – 13, 2016:

1. Finish creating the brochure.
2. Meet with colleague to draft ideas for business sign, t-shirt, etc.

Please let me know if there are any updates or changes I need to make to my plan.

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