

Memo #3

Dandelion Organic Delivery

To: Maria Stavarkas and Jonny Lane, Founders, Dandelion Organic Delivery
From: Megan Husko, Student, Western Washington University
CC: Kristi Tyran, Professor, Western Washington University
Date: 10/31/2016
Re: Project Update #3

Comments: Happy Halloween! It was great getting to meet with you Maria and go over the newsletters I had created. As I mentioned during our meeting, here is a hard copy of my progress and plan.

Accomplished from October 24-31, 2016:

- Held meeting to discuss project: reviewed newsletters and took notes on revisions to be made, discussed progress on brochure, and discussed some possible project extensions (redesign business card, transform logo to PNG, etc.)
- Started creating brochure using info and photos from your website

Plan for next week, October 31-November 6

- Make corrections to newsletter: update pictures on sign-up offer and wording to the produce bin section
- Create separate newsletter for customers wishing to re-register in the fall
- Sort through CDs for images to use in mail outs and brochure
- Talk to colleague about transforming your logo into a portable network graphic (PNG)

I will send you an e-mail notification once I have made the corrections to the newsletters, in case you were wanting to send out the Thanksgiving themed one this week.
