

Vital Answers Before Acknowledging Informal Messages

Before acknowledging informal messages insure that you have answers to the following:

- Who is requesting, and from whom?
- What is the requestor's full name/title/agency and location?
- What is the recipient's full name/title/agency and location?
- What are they requesting, and how many do they want/need? Is it a list or single item?
 - If it's a list, do all items come from the same place? If multiple sources then do multiple messages.
- Is the subject the transportation of particular item, or is it the acquisition of that item, or both?
 - Where it will come from is not always the same as the location of the person receiving the request.
 - Where it will go to is not always the same as the location of the person requesting the item(s)?
- When is it needed? What time/date?