

# Memorandum

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**Date:** August 13, 2009  
**To:** Members of the Main Street Monroe/Downtown Development Authority  
**From:** Andrea Jones, Main Street Manager  
**Re:** Downtown Monroe Handbook Printing Budget

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The Downtown Monroe Handbook has been very well received. Out of the original 50 copies printed I only have nine available for distribution. The entire original \$500.00 budget was used to layout and print the handbook. As such, I would like to ensure an additional budget is allocated so that handbooks can be printed as needed according to demands. **I respectfully request \$500 to print additional copies of the handbook as needed.** This amount is available in the Organization Committees budget.

Thank you.