**MEMORANDUM**

**To:** All Staff

**From:** Joe Fraser, Manager

**Date:** KEY TODAY’S DATE HERE eg 20 April 2017

**Subject:** **STAFF TRIP**

Can any of you get a better deal for the prices of food for our trip. If you can, then let me know as soon as possible. These are the current prices I have found.

PASTE A COPY OF THE DATA HERE

The following chart shows the overall costs per person:

PASTE A COPY OF THE CHART HERE