



**To:** Harvey Kemp, Supply Manager  
**From:** Orin Lipson, Director of Operations  
**Date:** *(Two weeks ago)*  
**Subject:** Corporate cargo space

As you know, we have been receiving special corporate shipments for the parent company on a regular basis for over a year now. During this time, we have used Cargo Unit D because it is close to the dock, yet far enough out of the way to not interfere with the day-to-day operations. However, it has come to my attention that we have been receiving more supplies per shipment in recent weeks. At this rate, we are soon going to run out of space in Cargo Unit D.

Therefore, I am moving the special corporate operation to Cargo Unit B, which is large enough to meet our needs. I need you to remove whatever supplies are currently in Unit B to some other Cargo Unit before the Revelation arrives next week. The crew of the Revelation and I will handle the transfer of corporate supplies from Unit D to Unit B at that time.

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