

----- Original Message -----

**Subject:**Following up on orders...

**Date:**Tue, 17 Jun 2008 16:09:22 -0400

**From:**"Cynthia A Urtz" <curtz@syr.edu>

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**CC:**"Tom Heitmann" <twheitma@physics.syr.edu>, "mohammed" <mohammed@physics.syr.edu>, "Ling Li" <lli03@syr.edu>, "Chunhua Song" <csong@syr.edu>, "Hui Zhao" <hzhao01@syr.edu>, <michael.defeo@gmail.com>, "Khalil Raja Howard" <krhowa02@syr.edu>, "Kang Yu" <kyu02@syr.edu>, "David Niedzwiecki" <djniedzw@physics.syr.edu>

Hi folks,

In the future when needing me to follow-up on status of your orders, it would be most helpful to please email the details of such order. In subject, please put "Follow-up" which will then flag me that I will need to research information on such order. Please allow me at least 1-2 days to get back to you as other priorities exist. Please pass this information onto others in your lab that place orders that I may have missed. Thank you for your assistance.

Kindest regards,

*Cindy A. Urtz*

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