SAMPLE DECIMAL OUTLINE 2:

UPDATE ON PLUM RIVER CONFERENCE CENTER

1. IMMEDIATE PROBLEMS:

1.1. Late drawings: the prints were delivered on 25 Sept. 10. They are dated 10 Sept. 10.

1.2. Print quality: sepia prints must be readable. The prints you sent are not readable.

1.3. Readability:
   1.3.1. The change from "retail shop" to "restaurant" obscures the lettering for "tenant use."
   1.3.2. The fire corridor revision was not outlined.

1.4. Missing: the fire stairwell exiting the theater does not appear.

1.5. Match lines: missing.

2. DRAWING SPECIFICATIONS:

2.1. Date: send the most current set of prints to both Treadwell and the City Planning Commission.

2.2. Print quality: make photocopies from original tracings. Sepia copies are not acceptable.

2.3. Match lines: clearly marked.

2.4. Tenant use: clearly marked, not obscured by lettering.

2.5. Revisions:
   2.5.1. fire corridor outlined;
   2.5.2. fire stairwell included and outlined;
   2.5.3. tenant use function clearly marked.

3. DELIVERY SPECIFICATIONS:

3.1. Ordinary business: send drawings by priority mail to arrive the next business day.

3.2. Rush delivery: send drawings by courier to arrive the same business day.

3.3. COD shipments will not be received.

4. REVISED SCHEDULE FOR THE PLUM RIVER CONFERENCE CENTER PROJECT:

4.1. Immediate action:
   4.1.1. Send legible and up-to-date drawings by 2 p.m. this afternoon (26 Sept. 10).
   4.1.2. Send identical drawings to Treadwell and City Planning Commission.

4.2. Communications liaison:
   4.2.1. AVJ will send any further revisions of drawings to Treadwell.
   4.2.2. Pending approval from Treadwell, AVJ will forward approved drawings to contractor.

Adapted from: Technical Writing at Punetex http://www.uraweb.org/writing/two.html