BNi FORM 112

CONVERSATION CONFIRMER

FROM: _____
(Name)

_____
(Address)

_____
(City, State and Zip)

PROJECT: _____
(Name)

_____
(Address)

_____
(City, State and Zip)

TO: _____
(Name)

_____
(Address)

_____
(City, State and Zip)

This memorandum confirms the conversation of _____ (date of conversation) between _____ (insert name) and _____ (insert name) in which it was said:

_____
(Describe The Conversation)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Date: _____
(Date Memo Written)

Firm Name: _____

By: _____
(Signature of person sending confirmer)

SAMPLE