

# Memorandum

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**Date:** April 7, 2009  
**To:** Members of the Main Street Monroe/Downtown Development Authority  
**From:** Andrea Jones, Main Street Manager  
**Re:** Website Post Cards

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Attached please find the final design for a post card that will be used to promote the website as well as other downtown information. The post card is not dated and is blank on the back so that we can print a message on the amount needed for any given notification. The subject of mailings could include, website updates, Façade Grant information, resident information, etc. The \$600.00 cost of the 10,000 post cards will come out of the \$5,000.00 already approved by the Board for website promotion materials. No Board action is requested, this is simply to inform the Board of the design.

Thank you.