## **Sample Daily Agency Job Status**

12/06/09

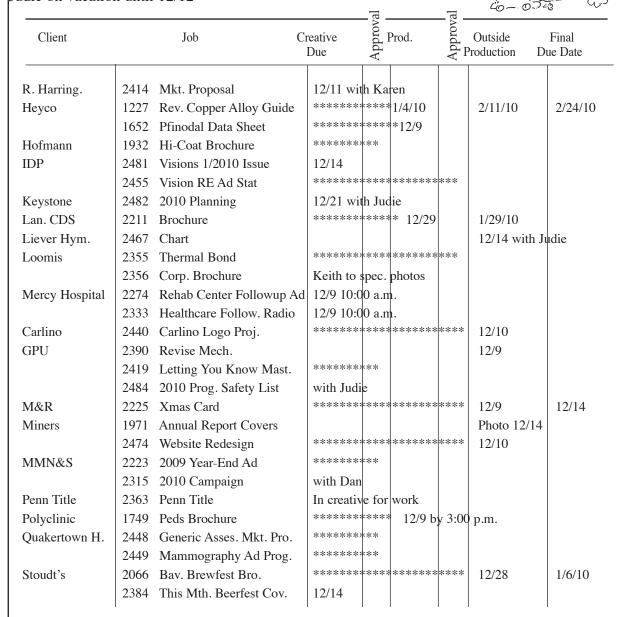
Welcome Back from the weekend – NOW GET TO WORK!

**Notes:** Tony out all day – Cable Photo Shoot

New Prospect H.A.M. Metals visiting at 2:00 p.m. – Please tidy up a little!

Keith very busy today – LEAVE HIM ALONE!

Judie on vacation until 12/12



<sup>\*</sup> All dates indicate delivery by end of day unless otherwise noted.

## Holiday Yummies! No-bake Fudge

1 stick of butter (melted); 1 cup of milk chocolate chips; 1 tsp. vanilla extract; 2 cups confectioners sugar.

Melt together butter and chocolate chips; let cool for 5 minutes. Add vanilla and sugar. Mix well and pour in a buttered, square baking dish. Smooth evenly in dish. Cover and refrigerate for 2 hours. Cut into squares with a plastic knife. Store in 'fridge in an airtight container.

## DON'T FORGET THE COMPANY CHRISTMAS PARTY IS THURSDAY, DECEMBER 18!

BARLEY'S BREWPUB. See Trisha for details and directions. *Be There* (or be prepared to hear about it for weeks afterwards)!

## Thought for the Day:

You never know how soon is too late.