



KIRK PUBLIC RELATIONS

1511 JENNIFER STREET

RICHARDSON, TEXAS 75081

214 690-8446

MEMORANDUM

DATE: July 3, 1987
TO: All Clients
FROM: Preston F. Kirk, APR
RE: Management Training

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On Monday, July 13 through Wednesday, July 22, I will be in San Francisco learning more about the operations of Blue Chip Cookie Company. (My wife, Ronda Dale, owns two franchises.) Your program of work and services will be addressed in detail next week, and arrangements will be made to follow-through on developments as necessary during my absence.

In the event of a public relations crisis, please contact me immediately at BCC headquarters: (415) 928-2583. I will touch base with each client during my absence, and share my hotel number at that time.

Jillian Hester will be responsible for my office on a day-to-day basis. If she is out of the office, please leave a message on the answering machine for follow-up.

I appreciate your cooperation and flexibility. My consultancy has grown and prospered these first 90 days, thanks to the loyalty and confidence you have shown in Kirk Public Relations. As a result, I will be adding an IBM PS2 Model 30 computer and an HP Laserjet II Printer next week, which will increase efficiency and service capabilities. For those of you not already advised, a Xerox 485 telecopier is now in place. Until a second phone line is installed, a prior call will be required to permit switching to a "receive" mode.

I hope each of you had a bang-up Fourth of July, and that business continues to improve for all of us this summer.

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CLIENT LIST - JULY 1986

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Financial Dynamics	Economist Stephen Blaising; investment planning for corporations and individuals on a regional & national basis
Gentling Publications	Fine artists Scott & Stuart Gentling of Fort Worth
The Oakley Company	Full service mktg./PR firm, Dallas
o Locke Purnell Rain Harrell	165-attorney Dallas law firm
o Town of Addison	The "Uptown Downtown" Dallas suburb
o The Tyler Corporation	Tyler Cup XV - Premier running event for over-40 CEOs, Dallas
Pennzoil Company	Diversified energy firm, Houston
Smith, Alan Thomas, D.D.S. General Dentistry	Certified dental implantologist, Plano
Southmark Financial Services	NASD-registered broker/dealer providing financial products & services to 230 independent branch offices nationwide; Dallas
Worldmark Communications	International marketing communications firm, Dallas
o General Electric Credit Corporation-Regional Marketing Council	Nation's largest business-to-business financial services firm, Stamford CT and Dallas