

Memo

The sintefmemo Package

Address:
www.sintef.no

Enterprise Number:

PERSON RESPONSIBLE / AUTHOR					
Federico Zenith					
		FOR YOUR ATTENTION	COMMENTS ARE INVITED	FOR YOUR INFORMATION	AS AGREED
DISTRIBUTION					
SINTEF employees					
L ^A T _E X hackers					
L ^A T _E X users					
Word users					
PROJECT	DATE	CLASSIFICATION			
SINTE _X	2019-09-10	Unrestricted			

This document presents the `sintefmemo` class. A subclass of `sintefdoc`, it reproduces the behaviour of the SINTEF memo template.

Title, author and date are set with L^AT_EX's usual commands `\title`, `\author` and `\date`.

The recipients are specified in the preamble with the `\recipient` command. The recipient is specified in the mandatory argument, whereas the optional argument can include the keywords `attention`, `comments`, `information`, `agreed`, or a combination thereof separated by commas, *without intervening spaces*. For example:

```
\recipient[attention,agreed]{\LaTeX\ users}
```

Finally, the project is set with the `\project` command, and to typeset the first page you need to insert the `\frontmatter` command just after `\begin{document}`.