Taradale Chicken  
Farm

PO Box 1234

TARADALE Phone 06 844 9900

Key today’s date (eg 3 June 20...)

Name and address to be added later

Greeting line to be added later

We need to improve our profitability in the present economic climate and the best way of doing that is to decrease our costs. Following is our current best prices and stock quantities supplied by you, our suppliers:

Insert data from Items worksheet here

Insert chart from Stocks Held worksheet here

Could you please send in your quotations for ‘best prices and discounts’ for these items by Friday (key next Friday’s date).

Yours faithfully

Joe Fraser

Manager