

NOTES ON INCOMING MAIL FOR MONDAY, JULY 14

1. The July issue of Sales and Marketing Management.
2. A personal letter for Charlene Azam.
3. A complaint from a customer in the Midwestern Region. The white shade of the new dishwasher she had installed does not match her other white appliances.
4. A letter to Mr. Wilson asking him to speak at the International Conference of the Administrative Management Society.
5. A letter from Microwave Ovens, Inc. saying that the catalogue Mr. Wilson has requested is out of print and will be mailed as soon as it is off the press.
6. The July issue of Management World.
7. A memorandum from the Personnel Department on new personnel policies for Millennium Appliances, Inc.
8. A letter from the sales office in Edmonton, Alberta, saying that the demand for appliances in almond colour is twice as great as that for appliances in other colours. What can be done to increase the shipments of almond appliances?
9. The August issue of Administrative Management.
10. A letter from a customer in Vancouver complaining that the surface on the hood installed with her new electric range is peeling. Will Millennium Appliances replace the hood?
11. A sales letter from Microwave Ovens, Inc. on the new features of their latest microwave oven.
12. A letter from the manager of the Western Manufacturing Plant offering suggestions for speeding up delivery of appliances after they are manufactured.
13. A letter from the sales office in Fredericton saying that the demand for appliances in almond colour is twice as great as that for appliances in other colours. Send more almond appliances.
14. A letter from the Midwestern Manufacturing Plant saying that the parts ordered are not available and will have to be manufactured.
15. A letter from Maybelle Anderson giving the title of her talk for the November Sales Seminar.
16. A complaint from a customer in the Eastern Region. She is dissatisfied with her electric range, which is only two years old, because the element in the oven is burned out. Will Millennium Appliances replace the element?
17. A request from the executive vice-president asking for a comparative sales report for the past five years.
18. An expiration notice for Administrative Management.
19. A letter from the local Chamber of Commerce asking Mr. Wilson to serve as Chairperson of the Community Development Committee.
20. A letter from Jack Winfield cancelling the appointment he has with Mr. Wilson on Friday, August 22.