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Date:

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From: Nicholas Evans  
To: Susan Sullivan  
Date: June 8, 2014  
Subject: New Designs

Dear Susan,

Thank you for your e-mail about the problem with the order from Carmine Department Store. You mentioned that Carmine's staff had found holes in some of the shirts they ordered from us. Please ask them to return all of the shirts to our factory to have them replaced. Also, could you write a letter to Carmine's head buyer, Christopher Casto, explaining that it will take about a week for their replacement order to arrive, and that we will give his company a 10 percent discount.

I also have some important news. Last Wednesday, I met with one of our main clients, Family Fashions, and they asked our company to make some children's clothing for them. Although our company specializes in men's shirts, I have asked our designers to create some new designs for children's shirts and dresses. Next Thursday, we will have a meeting at Family Fashion's head office to present our ideas. I would like you to go to this meeting with me. You will be in charge of taking notes during the meeting as well as writing a report about it afterwards. Also, if Family Fashions likes the designs and decides to use them, we will have to talk about and decide on a price. Since you are more familiar with the cost of materials, such as fabric, buttons, thread etc. I would like you to help me with that.

Regards,  
Nicholas

1. What was the problem with Carmine Department Store's order?
  - a. The clothing company forgot to give them a discount.
  - b. Their order arrived two weeks later than expected.
  - c. Many of the shirts sent to them were the wrong color.
  - d. Some of the clothing they received was damaged.
  
2. Last Wednesday, Nicholas
  - a. called Family Fashions to introduce some men's clothing designs.
  - b. talked with a client about making some new clothes for them.
  - c. drew some new designs for children's shirts and dresses.
  - d. presented some new designs to his company's president.