

Essay on director of sales

[Business](#), [Company](#)



Sanders Printing Company

1330 S. W. 31st Avenue

Miami, FL, 33144

Dear Mr. Sanders,

I have attached a receipt of the order that our company had originally made, it states that Solar Energy Society first made the order on the 25th of April 2013. We received a shipment on the 15th of May 2013 but it was riddled with errors, the first four pages and the last six pages were printed out of order. Since we could not accept such an erroneous shipment, I called you and you assured me that my order would be reprinted correctly and sent back to me. Yesterday Solar Energy Society received another shipment from you of the booklets; again this shipment was erroneous as pages 28, 30 and 32 were totally blank. To make matters worse the shipment arrived late and thus we could not give them out during our banquet for company figures during which we had invited potential investors who would have benefited from the booklets. This has greatly inconvenienced Solar Energy society and may lead to loss of potential investors as we had no company literature to give them.

So as to correct these problems, we request that your company reprints the booklets and proof reads them carefully so as to prevent the occurrence of errors again and ship them back to us. Together with this letter I have also included copies of the order receipt, confirmation letter and a disk containing the PDF files of the information that needs to be in the booklets. I have sent them via expedited mail at your expense. I expect a shipment of the correct

booklets which is free of errors within two weeks' time which is by the 25th of June 2013. Should it be impossible for your company to reprint the booklets correctly, please cancel the order and issue a full refund of the money paid by my company for that order. Also please let me know within a week so that I can seek the services of another printer.

I am looking forward to a positive reply and the shipment of the correct booklets which will enable our companies to continue doing business in the future. Should there be any issues please feel free to contact me on the number provided above, I can also be contacted via e-mail .

Respectfully Yours

Kathleen Tate

Marketing Manager

Enclosures: Receipt No. #55499, Order Confirmation Letter, DVD of . PDFfiles