

INVOICE

Date: October 14, 1998

Invoice #: 47-2199-A

From: Acme Office Supplies

To: Springfield Stationery Co.
123 Main St, Springfield IL

Item	Qty	Unit	Total
Carbon paper, blue, 8.5x11	12	\$4.50	\$54.00
File folders, manila, letter	50	\$0.42	\$21.00
Pencil, #2, dozen	20	\$1.10	\$22.00
Stapler, heavy duty	1	\$19.95	\$19.95
Tape, masking, 60 yd	6	\$2.10	\$12.60

Subtotal:	\$129.55
Tax (6.25%):	\$8.10
TOTAL:	\$137.65

Payment terms: Net 30 days. Thank you for your business.

MEMO

TO: All staff
FROM: J. Patterson, Office Manager
DATE: October 14, 1998
RE: Filing cabinet reorganization

Effective Monday next, the filing cabinets in the back office will be reorganized by client surname rather than by project number. Active files for fiscal year 1998 will move to the green cabinets; closed files will be archived in the gray cabinets near the photocopier.

Please pull any in-progress folders by Friday end of day so they can be re-tabbed before the move. Thank you for your cooperation.

— J. Patterson