

From: CSimpson@tophome.com

Subject: Reminder on revenue accrual

Date: Oct 1, 2018

To: controller_staff@tophome.com

Cc: indirects@tophome.com

Dear Staff,

Based on our disappointing first quarter sales we may be in for a tough year and are very much hoping that the spring season will improve our annual results. Some of our products have just not been selling as we had hoped and the competition is tough. In times like this our sales force sometimes ships products that the customer did not order to our customers and counts them as sales. Typically, they do this at a big discount hoping that the customer will pay for them and run a promotion that will ultimately increase product sales. I am not opposed to promotions but only when they are cleared by the division general manager and of course agreed to by the customer. BE ON THE LOOKOUT FOR ANY INVOICE THAT HAS MORE PRODUCTS LISTED THAN THE MATCHING SALES ORDER. If you see one, or if one of the accounts payable supervisors in the sales group brings you one, please make sure it gets to me so I can address it.

Best regards,

Carol

Carol Simpson
Controller – TopHome Limited



Making your home life easy

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