

**From:** [GabbyJones@acme.com](mailto:GabbyJones@acme.com)

**Subject:** My Document Conversion is Complete

**Date:** Dec 20 ,2018 at 10:02 am

**To:** JoanJohnson@acme.com

**Cc:** [cust\\_accts@acme.com](mailto:cust_accts@acme.com)

Dear Ms. Johnson.

Thank you for the opportunity to participate in the document conversion project. As an intern, I feel privileged to have been able to do work that directly benefits our clients. I'm sure our clients also appreciate having this more administrative work billed at the \$60 per hour rate for interns rather than the full \$120 per hour accounting rate. It is just another sign of how well Acme serves its clients.

For each client, I scanned all their files and then submitted the scanned files to the optical character recognition program. I then made all needed corrections by hand as the OCR software made occasional mistakes. The work for each client took less than 15 minutes, in fact none took more time. That was even true for the first one I did for the ABC company (I did the work in alphabetical order). Thus, we can bill each client for our 15 minute minimum billing.

Best regards,

Gabby