

**From:** JPrice@tophome.com

**Subject:** Product Delivery and Invoicing

**Date:** Nov 13 ,2018

**To:** acct\_staff@tophome.com

Dear Folks,

It is looking like it will be a rather difficult year for us in the marketplace. We are going to have to take some drastic measures to make sure we meet our annual goals. In particular we have had a huge inventory problem with our premium 4 slice toasters and we have to get as many shipped out as possible. There are a few customers who have been very good about helping us sell slow moving inventory. In a few cases we have delivered some extra units to these customers at a special price. This is not an official promotion but the price is within my authorization. If you see an invoice that has some extra products compared to the sales order that will be why. Please just approve these. Don't slow things down. If it creates any problems I will take full responsibility

Best regards,

Jerry

---

Gerald Price  
V.P of Sales – Top Home Appliances



**Making your home life easy**

Ph: (208) 555-6391

Fax (208) 555-6390

Email: JPrice@TopHome.com

Twitter: @JPKitchenEase