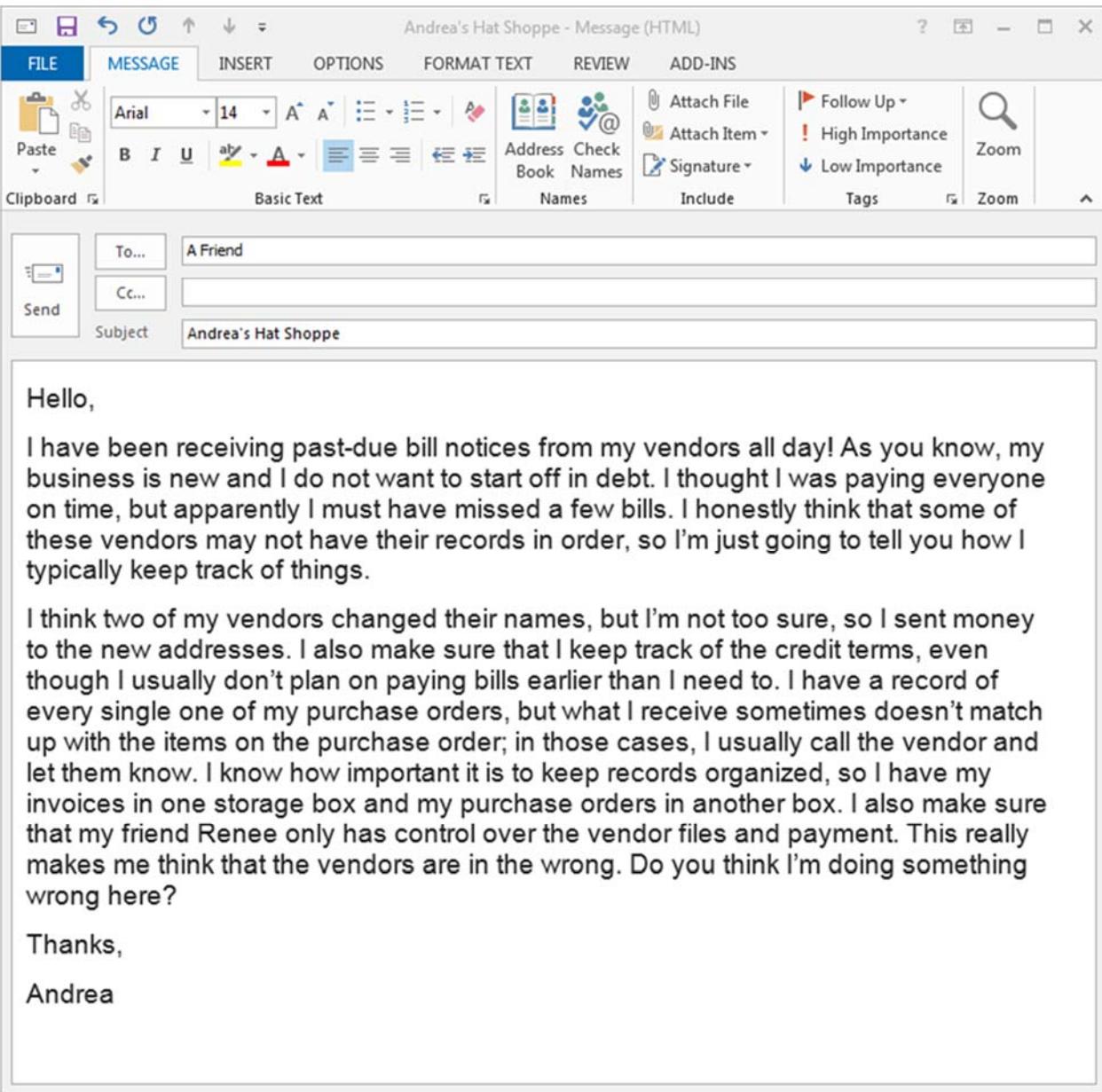


Vendor File Mishap

Directions:

Read the following passage, which is an e-mail from a friend who did not know she owed money to vendors. Reply to the e-mail, stating what the friend can do to prevent this issue from occurring again.



The screenshot shows an email message in Microsoft Outlook. The subject line is "Andrea's Hat Shoppe - Message (HTML)". The message content is as follows:

Hello,

I have been receiving past-due bill notices from my vendors all day! As you know, my business is new and I do not want to start off in debt. I thought I was paying everyone on time, but apparently I must have missed a few bills. I honestly think that some of these vendors may not have their records in order, so I'm just going to tell you how I typically keep track of things.

I think two of my vendors changed their names, but I'm not too sure, so I sent money to the new addresses. I also make sure that I keep track of the credit terms, even though I usually don't plan on paying bills earlier than I need to. I have a record of every single one of my purchase orders, but what I receive sometimes doesn't match up with the items on the purchase order; in those cases, I usually call the vendor and let them know. I know how important it is to keep records organized, so I have my invoices in one storage box and my purchase orders in another box. I also make sure that my friend Renee only has control over the vendor files and payment. This really makes me think that the vendors are in the wrong. Do you think I'm doing something wrong here?

Thanks,

Andrea

1. Your response should:

- Be at least two paragraphs long
- Include at least two suggestions for methods which can prevent the issue from occurring again