Business Communication
Editing routine messages

Working in groups, revise the following message based on concepts learned in chapter 8. Be prepared to share your results with the class.

From: CustomerCare@weprint.com
Date: Wednesday, November 3, 2005, 8:48 AM
To: rpleskunas@gorgetracker.com
Subject: Your Electronic Business Card Is Ready

Dear Richard:

In response to your order dated November 2, 2005, I am pleased to inform you that we have now configured your electronic business card and you can link to our website to download it to your computer system at your convenience.

To install your electronic business card:

Link to www.weprint.com/vp/ns/my_account/my_ecards.asp, then go to the "My Account" page, click “My Electronic Documents,” find the appropriate file and click “Download,” save the program to your desktop (do not alter the filename), and when the download is complete, click “Open” to launch the installer, which will guide you through the installation.

If you have not installed your card by the expiration date, the installation program will be deleted from our system. Easy instructions in the installation program will help you set up your electronic business card to work with the e-mail program you currently use. If you have any problem with this, you will find a help-line number on the instruction page to call for assistance.

WePrint provides the highest quality, full-color printing at the lowest prices—guaranteed! We hope that you’ll visit our website again and trust that you’ll find many additional products there to improve your business.

Best regards,

The WePrint Customer Care Team