

Technical Communications Excellence
760 Van Vleet Oval Ste 316
Norman, OK 73019

September 14, 2011

TEXTECHS Engineering
Cindy Sue Sanchez
123 Calle de los Toros
San Antonio, TX 78202

Dear Ms. Sanchez,

Thank you for choosing Technical Communications Excellence for your company's needs. As the industry leader in communications workshops, we assure you that our excellence and experience in communications will be at your service.

In your letter, you specified 12 administrative assistants, three accountants, five executives, and 52 oil engineers and technicians need to be trained within a week. I have included a table with the break down on cost of our most basic workshop.

Number of Participants	Rates per person	Cost
12 Administrative Assistants	\$225	\$2,700
3 Accountants & 5 Executives	\$250	\$2,000
52 Oil Engineers	\$325	\$16,900
	Total	\$21,600

However, I think that the Overhaul package would be a better fit for your needs. It comes at a considerable discount and would total only \$5000. Along with your savings of \$16,600, this package also includes several benefits in addition to the workshops.

Some of these benefits include:

- Complete preliminary inventory of needs
- Desk references for all employees
- Template software for common types of communication
- Logo and letterhead development
- Archiving of old communications
- 3- and 6-month checkups
- Additional 15% discount on all concomitant workshops

I have sent a copy of our product brochure and look forward to meeting with you. Thank you for considering TCE for your communication needs.

Sincerely,

I. M. deBoss