

NAME _____ DATE _____

Application 9-B

Proofread the following letter for correct number style. Use appropriate revision symbols to correct the errors.

JASPER PRINTING AND PACKAGING, INC.

3298 Carson Boulevard, Post Office Box 2843, Wayne, MI 48187
jp&p@mich.net 517-555-2948

March 15, <YEAR>

Mr. Carl Hoke
Century Sales and Service
2130 Sherwood Drive
St. Louis, MD 63135

Dear Mr. Hoke:

Confirming our telephone conversation earlier today, we are quoting you a price of \$4295 for printing 500 50-page sales manuals. The pages will be punched for a standard 3-ring binder, which will be furnished by you. The \$4,295 total includes scanning the photographs and artwork that you will supply. Itemized costs are as follows:

Scanning Photographs and Artwork	\$1,500
Proofreading (8 hours at \$15 hour)	120
Design & page layout (10 hours at \$80.00 hour)	800
Printing (500 copies at \$3.75 per copy)	<u>1,875</u>
Total	\$4,295

You will receive a draft to approve approximately two weeks after you send us the needed information and photographs. Your sales manuals will be delivered one week after you approve the draft.

Our price quote is effective for only fifteen days because of an expected price increase in paper. To assure this \$4295 price, please order by March 30th. As a new customer, you will receive a ten percent discount if your payment is received within 5 days of the invoice date. Invoice payments are due by the 10th of the month following delivery.

We look forward to working with you on this project.

Sincerely,

Alice Hunt

Alice Hunt, Sales Representative

Application 9-C

Proofread the following investment proposal. Use appropriate revision symbols to correct errors in number style as well as any other types of errors.

**Investment Proposal
for****Mr. and Mrs Robert Smythe****February 21 <YEAR>**

Investment Amount: \$100,000.00

Investment Objective: Growth and income with moderate to low risk.
Low expense ratio
Socially responsible

Asset Allocation: 60.0 percent growth
40.0 percent income

Diversification: **Equity Portfolio**
The sixty percent growth recommendation will be allocated to 3 families of mutual funds. In each fund, the investment will be divided equally between domestic and international markets.

Jordan Capital Fund
Lane Capital Management
Stewart Management

Income Portfolio
The 40 per cent income recommendation will be allocated to one mutual fun.

Glennon Management Company