

MEMO

TO: Jeff Besser

FROM: Elliot Kim

DATE: August 4, 2017

SUBJECT: Yesterday's meeting

CC: Andrea Brechenfast

Jeff,

It was good to meet with you and Andrea yesterday. I just want to reiterate what we decided in the meeting. We are going to offer all businesses that carry a 30-day contract a 3% reduction if they pay within 15 days. We will also offer all businesses that carry a 60-day contract a 2% reduction if they pay within 30 days.

I think this will be an incentive to some of our most reliable clients and good for our company. Please let Andrea or me know if there was anything I missed.

Elliot

cw

(Note: If Elliot had typed this memo himself, the typist's initials would not be needed.)