



Star Satellite Systems

20 Star Avenue
Portland, OR 97201-0020
503-555-0150

CM

June 22, 20—

Mr. Charles Underwood
Portland Day School
856 Millbrook Street
Portland, OR 97211-0900

Dear Mr. Underwood

Thank you for your inquiry about programming offered by Star Satellite Systems. We have a variety of programs, including three channels that broadcast educational content 24 hours a day. Educational institutions receive a 10 percent discount from our regular prices.

Please let me know if you have any further questions. I would be happy to meet with you at your site to discuss your specific equipment and programming needs.

Sincerely

Chris Mahar

Mr. Chris Mahar
Vice President



Star Satellite Systems
20 Star Avenue
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503-555-0150

SO

June 18, 20—

Mrs. Anne Ashby
Jackson and Baker Cable
50 Main Street
Saint Helens, OR 97051-0150

Dear Mrs. Ashby

You have an opportunity to offer your customers several new programming options provided by our company. The enclosed brochure describes the variety of programming that will be available beginning next month.

You are invited to attend a free one-day workshop that focuses on the programming changes. The workshop will be held at our office on June 25 from 9 a.m. to 3 p.m. Call my assistant, Jane Andrews, today to make your reservation for the workshop.

Sincerely

Sandy Owens

Mrs. Sandy Owens
Programming Manager

Enclosure



Star Satellite Systems

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June 6, 20—

Portland Industries
8800 Cedar Hills Road
Portland, OR 97219-0900

Ladies and Gentlemen

Your cables, which were featured in an article I read recently, may be perfect for our needs. Please send me information about the high-density, shielded RG-6, RG-8, and RG-59 cables that you have available.

Please include terms for quantity purchases, delivery information for the Portland area, and any other related information that you think would be helpful.

Sincerely

Chris Maher

Mr. Chris Maher
Vice President

Reardon Engineers

845 Pennyrile Street
Portland, OR 97201-0576
503-555-0201

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June 13, 20—

Mr. Chris Maher
Star Satellite Systems
20 Star Avenue
Portland, OR 97201-0020

Dear Mr. Maher

Your appointment for June 25 at 10 a.m. is confirmed. We will discuss our findings in the testing of the RG-59 cable at this meeting. We think you will be pleased with the results.

If you need to reschedule this appointment for any reason, please call my office at 503-555-0201.

Sincerely

Sara Reardon

Sara Reardon, Engineer

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Quality Television Repair

14500 Highway 99
Portland, OR 97207-1450
503-555-0234

July 2, 20—

Mrs. Sandy Owens
Star Satellite Systems
20 Star Avenue
Portland, OR 97201-0020

Dear Mrs. Owens

Please note the enclosed schedule showing our television repair charges for the rest of this year. As we discussed by phone last week, the new schedule reflects the first increase we have had in hourly rates in the past three years.

I mentioned to you our name change from Abbott Television Repairs, a name known for fine work. Although our name has changed, you will continue to receive the high-quality service you have come to expect from us.

Sincerely

William C. Abbott

William C. Abbott, Owner

Enclosure



Allied Cable Systems

9800 Washington Street
Portland, OR 97209-9800
503-555-0205

em

July 6, 20—

Star Satellite Systems
20 Star Avenue
Portland, OR 97201-0020

Ladies and Gentlemen

Please send me a price list for all the RCW Direct Satellite systems you offer. My company is interested in stocking them in our store.

Information about quantity discounts and delivery charges would also be helpful.

Sincerely

Richard Allen

Richard Allen, Manager

CROSS-REFERENCE SHEET

Name or Subject _____

Date of Item _____

Regarding _____

SEE

Name or Subject _____

Authorized by _____ Date _____

CROSS-REFERENCE SHEET

Name or Subject _____

Date of Item _____

Regarding _____

SEE

Name or Subject _____

Authorized by _____ Date _____