

From: Masaru Nakamura
To: Ray Simpson
Subject: Daily report, Jan. 21

Dear Ray,

Kindly review my daily report for Jan. 21.

Work completed

- Visited XYZ Printing Company; met with procurement manager and demonstrated product A
- Meeting with EFG Event Services; discussed designs and concepts of our exhibition booth at the upcoming Technology Expo
- Prepared presentation materials for Friday's meeting

Work scheduled

- Visit JKL Automobile for a follow-up meeting
- Attend launch ceremony of PQR Technologies' new line of home appliances
- Revise presentation materials

Issues and comments

- XYZ Printing was interested in product A, but their budget was quite limited. I will return with suggestions for product B.
- Preparation for the Technology Expo is off to a good start, but it will be a challenge to have an impressionable booth and keep the costs down at the same time. We will need to focus on creating a cost-effective booth.

Please let me know if you have any questions or feedback.

Best regards,

Masaru Nakamura
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