**Word Processing Project**

* Job 1: Letter--Directions: Key the following business letter from Nancy Wells, Chief Executive Officer, following block letter format. Use the current date for the document. The letter is to be sent to Mr. Jason Arbaro, Aztec Wishes Inc., 854 Grayson Blvd., Columbus, Ohio, 43231.
	+ The subject is: Community Service Thank you for inviting High School High Honor Society to take part in Aztec Wishes Inc. We are looking forward to participating in this excellent service program. High School High Honor Society has a long history of giving back to the community. I just want to clarify our commitment. We will accept wish lists for 100 children from Columbus. You will provide the first name, age, and sizes for each child. All gifts will be bagged with the child’s name, but not gift-wrapped. The bags will be picked up at our offices on December 3, (current year). The following associates will be working on this project. You may contact me or email any member of the team. Aztec Wishes Inc. PBA Project Team Name Email Phone Ext. Anderson, James janderson@pba.com 3465 Carson, Susan scarson@pba.com 1456 Farrington, Sharon sfarrington@pba.com 2584 Hill, William whill@pba.com 1547 Thomas, Linda lthomas@pba.com 3255 Our associates are very excited about receiving a child’s wish list. They have asked several questions. Please email me the information so that I can forward it to them. 1. Is there a suggested amount to spend on each child? 2. Will children from the same family be identified so that family members receive equal attention? 3. Are gift certificates acceptable? 4. May we also provide food or food gift certificates for the family? Thank you again for providing this opportunity for our associates to help children during the holiday season. I look forward to working with your team.
* Job 2: Memorandum—Directions: Please key the following memorandum to the James Anderson, Susan Carson, Sharon Farrington, William Hill, and Linda Thomas using proper memo format. It is from Nancy Wells, CEO. Use current date.
	+ The subject is Aztec Wishes Inc. Thank you for volunteering to serve on the project team. This is a wonderful way to celebrate the holiday season and provide for children who need our help. Our associates have responded enthusiastically to my email about participating in the Aztec Wishes Inc. project. Based on their response we will receive wish lists for 100 children from our community. All children must be matched with one of our associates. Gifts will be picked up on December 3. Please arrange your schedules so that you are available to meet in my office next Wednesday at 1:00 p.m. We will develop a project plan, including a timeline. Your suggestions are most welcome.
* Job 3: Table—Directions: Create the table shown below. The title is Aztec Wishes Inc. PBA Project Team. Follow the guidelines in the Style & Reference Manual and the guidelines shown below. Name Email Phone Ext. Responsibility Anderson, James janderson@pba.com 3465 Assigning children to associate Carson, Susan scarson@pba.com 1456 Contact person with Aztec Wishes Inc. Farrington, Sharon sfarrington@pba.com 2584 Prepare and distribute project plan and timeline Hill, William whill@pba.com 1547 Coordinate sorting and collection of all gifts Thomas, Linda lthomas@pba.com 3255 Prepare and deliver all communication to associates · Use landscape page orientation. · There should be no text wrapping. · Double space the table without borders.
* Job 4: Flyer—See attached document.