Tourmaline Mining Corporation

Assignment 1 Show & Hide

Tourmaline Mining Corporation  
555 YourStreet  
YourCity, BC   
 V1K 2R3

**Attn: President James Smith,**

As you requested, I have attached the current order form on page 2.

My assistant, Betty Herbert is away today; however, she will send to you the other forms and information in regards to the employee priority skills list from the Blue Mud Mine tomorrow.

Regards,

Mary Jones,

Accounting

Tourmaline Mining Corporation

Assignment 1 Show & Hide

Customer’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Customer Order Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Customer’s Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ship To:

Home Address Shipping Address  
Different? Yes No

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | First Name |  |
| Last Name |  | Last Name |  |
| Address |  | Address |  |
| City |  | City |  |
| State / Province |  | State / Province |  |
| Country |  | Country |  |
| Zip / Postal Code |  | Zip / Postal Code |  |

When Completed Email Copy of Form to:

tmcZZZ@youremail.com