Hello Chris,

This is just a follow-up to our interview on Friday Sept 20th. I would like to go over some key points we had noted during that interview.

When asked about the current processes about ordering parts from your point of view you had advised us that it is functioning but not entirely reliable. In some cases you are not being sent all the proper information in regards to ordering parts for inventory. Sometimes you are just receiving invoices from the suppliers and you have to ask Jose Perez about the order to verify the information sent by supplier. Generally you are expecting a fax from Jose about an order that needs to be processed.

Daily you are given a pile of invoices and work orders in which you use to enter in daily information on purchases and work orders that have been processed throughout the day.

If possible we would like to clarify when this information is generally inputted into the system. Also we would like to clarify what information it is you require off of the invoices or work orders.

The system will tell you when information appears to be missing from your pile but you generally don’t know why this information is missing which requires you to find the missing files. In the case of work orders on account, that information isn’t always documented as missing. When those files are missing it affects work order totals.

Some information needs to be clarified however we may require a follow up interview with you to verify some other things.