

# Memo

To: All Sales Staff  
From: Mario Joseph, Manager  
Date: January 11, 2008  
Re: Monthly Sales Report

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The following table and chart list our sales figures for last month. Notice that gift wrap and gift bags still account for the largest portion of our sales, followed closely by decorations.

# Party Palace Sales Figures

| <i>Item</i>         | <i>Total</i> |
|---------------------|--------------|
| Balloons            | 2,569.93     |
| Paper Goods         | 5,073.14     |
| Gift Wrap/Gift Bags | 8,657.88     |
| Greeting Cards      | 2,445.65     |
| Decorations         | 11,210.43    |
| Cake Accessories    | 3,433.71     |

