* “Everyone’s going to be proposing a six month estimate on this project. Let’s make ours five months to stand out. If we can’t get it done in five, we’ll just explain the delay then.”

Draft Statement

This memo is to discuss how the reviced policies and procedures could impact our relationship with the client negatively and leave both the client and employees frustrated and misrepresented.

Body Paragraph

Giving an unrealistic and unobtainable timeline could tarnish the client’s trust.

source: http://cwi.idm.oclc.org/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=174282962&site=ehost-live&scope=site

An expedited timeline will put excessive strain on employees and produce substandard results.

source: <http://cwi.idm.oclc.org/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=buh&AN=11791641&site=ehost-live&scope=site>

Call to Action Conclusion

Disregard the requested revisions to keep our clients and customers happy. We want to celebrate our company for who we are, provide quality work, and operate with professionalism, integrity, and honesty.