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| Business Consultants |
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5/11/2023

New Hampshire Business Products

1050 Industry Way

Concord, NH 03301

Dear Mary:

Thank you again for taking the time to meet with me and share information about New Hampshire Business Products. It was great to learn some history about the organization and understand your vision for growth over the next several years. All of us at Business Consultants are excited about our partnership and look forward to sharing our recommendations.

To confirm, the initial findings of our research meeting show the total current sales are $500,000 that are divided into the following categories:

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| Category | Sales |
| Office Supplies | $150,000 |
| Office Equipment | $300,000 |
| Printing | $50,000 |
| Total | **$500,000** |

Partnership goals:

* 20% growth per year in each category for the next 5 years
* Launch plan for New Hampshire Business Products webstore
* Webstore marketing plan

We’d like to schedule a follow-up meeting to present an initial consulting partnership proposal based on this information and our findings. Please provide some dates and times that will work for you and your team.

Sincerely,

Candace Ralston