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Dear Business Academy,

We are pleased to inform you that we have completed the storyboarding portion of both the Infographic and Interactive PDF projects on schedule. Please find them attached and let us know your opinion as soon as possible so that we can move towards the production of the final products. Please be aware that payment in full will be required upon the delivery of the complete Interactive PDF and Infographic.

Warm regards,

David Anderson,

Marisa Smith  
DS Design Graphics Team