Agenda

1. Background of VA Printing Project
2. Files and File Transfer Solutions
3. EDP Team’s Opinions and Solutions
4. Follow-up Actions

I am hesitant about adding “Follow-up Actions”. That is because in the case of a sad path, there may even no need for follow-up actions at all.

1. Any Follow-up Actions

This makes it clear that there may be actions or no actions.

We outsource this business using a pricing model of minimum fees plus commission.

I am really concerned about the usage of “commission”. I think it could be in the fashion of yen \*\*\*\*\* per page. Is commission still applicable in such as case?

If it is a simple arrangement like that, I would not use ‘commission’, which is defined differently, as in my earlier comment.

I would also not use “minimum fees plus”. I would say:

“We outsource this business, and our pricing model is payment by volume, with a minimum payment applied.” OR

“We outsource this business, and our pricing model is payment by volume of work, with a minimum payment applied.” (quantity of work / amount of work) OR

“We outsource this business and our pricing model is payment by work time, with a minimum payment applied.” OR

“We outsource this business, and our pricing model is payment by the page, with a minimum payment applied.” OR

“We outsource this business, and our pricing model is payment by work produced, with a minimum payment applied.” OR

I would like just to have a short meeting, such as 30 minutes meeting.

Just in case of something unexpected, I would like to schedule an hour meeting.

Do I need to explicitly show my intent and how?

“I have booked the room for one hour, with a view to completing our meeting within about 30 minutes.”

Yes, it is considered to be a business efficiency, and also polite, to say how much time you anticipate using.