What is your company/organization's name? Fully Funk-Shun-Al  
  
What does it do, produce, or provide as a service? Makes laptop screens.

Who are its customers or clients? Lenovo, LG  
  
What kinds of technical writing go on in your organization?  What specific kinds of documents does your technical writer (your audience, i.e., the person who will be reading the process chapter you are writing) produce? [Internal] 🡪 Memorandums/emails, Reports, POs [External] Emails, Financial Documents, POs

Who is/are the audience(s) for these documents? (internal/external? particular people or groups?) LG, Lenovo, and internal

What is/are the purpose(s) of these documents, specifically?

1. [Internal]
2. Memorandums – to update, educate, and generally inform various teams

* Emails – less formal and more efficient than memos, but provide the same service

1. Reports - contracts
2. POs – for billing purposes (accounts payable and accounts receivable
   * [1] assembly warehouse – internal assembly of all sub-components [costs – parts and labor]
   * [2] shipping warehouse – internal packaging of laptop screens to various vendors (LG, Lenovo) [costs – bubble wrap, tape, labor, ]
3. [External]
4. Emails – formal communication medium with Lenovo, LG, UPS (shipping)
5. Reports – Safety compliance, contracts
6. Financial Documents - taxes
7. POs

* [1] Lenovo
* [2] LG

What image does your organization want to project, both in general and in its written documents (or oral presentations, if that is your topic)? Positive, helpful, considerate, respectful, authoritative, and law abiding.