

Memo

**From:** Garth Fort

**To:** Robin Counts

**Date:** October 11, 2012

**Re:** Retail supply price increases

Fabrikam, Inc. (605-555-0145) has increased the wholesale price on several of our retail supplies. When Order #691387 is received from them next week, the increase will be reflected in our new retail prices. Stock currently on hand needs to be marked up accordingly. Please inventory what we have on hand of each item and send the counts to me by EOD tomorrow.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SKU | Description | Current price | New price | Current in-stock quantities |
| 112981234 | Post It Notes | $1.99 | $2.49 |  |
| 112981278 | Tape | $.99 | $1.29 |  |
| 112981598 | Padded envelopes | $4.99 | $5.99 |  |
| 112981631 | Marking pens | $2.49 | $2.99 |  |