

A Hi, Michelle. It's Rona.

B Oh, hello. How can I help?

A Well, Hanran Solutions telephoned.

They received our invoice for an order of scanners, but they say it's wrong. Did you print a hard copy of the original order form?

B No, but I always save their order forms. Let me open the folder. What was the date on it?

A The third of May.

B That's strange. It isn't here. Sorry about that. One moment. Did they attach the document to an email?

A Yes. I think they sent the email on the third.

B OK, here's an email from Hanran Solutions on the third with an attachment.

A That sounds good.

B Yes, it's an order for 20 scanners.

A Great. Can you forward the email to me?

B Sure.