Lesson 2: Dealing with Incoming Mail

A. Order the following steps of dealing with incoming mail:

- ( ) Record remittances.
- ( ) Stamp by date received.
- ( ) Sort the mail.
- ( ) Distribute post to the departments.
- ( ) Staple enclosure(s) with the letter.

B. You work as a Mail Clark for the "Office Equipment Co. Ltd". Today you received four letters, how will you deal with each one of these letters?

URGENT

Mr. Abdulla Ali
Office Equipment Co. Ltd
P.O. Box 2147
Manama
Kingdom of Bahrain

Action Taken: ……

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CONFIDENTIAL

Mr. Sameer Ahmed
Sales Manager
Office Equipment Co. Ltd
P.O. Box 2147
Manama
Kingdom of Bahrain

Action Taken: ……

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The General Manager
Office Equipment Co. Ltd
P.O. Box 2147
Manama
Kingdom of Bahrain

Action Taken: ……

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The General Manger
ABC Company Ltd.
P.O. Box 2274
Manama
Kingdom of Bahrain

Action Taken: ……

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