

Captain Woody <woody@seafaring.com>
To: Joe Morales <joe@seafaring.com>
Cc: Cheryl McCroskey <cheryl@seafaring.com>, DJ Doran <dj@seafaring.com>
Re: Woody's Outstanding Balance

January 14, 2012 11:18 AM

Joe,
Sounds good. I've got family here and am headed to the mountains late Sunday so I'll get on this the first of the week.

I'll check the differences between my overall report and the Tahiti report.
The report I sent to DJ was newer and reflected updates but I'll get you a supreme latest from my end. If there are still discrepancies, let's sort 'em out.

Woody

On Sat, Jan 14, 2012 at 10:30 AM, Joe Morales <joe@seafaring.com> wrote:

Hello everyone,

I am auditing the records for Woody's balance owed to him. I have found some discrepancies that I need cleared up before I can continue.

Here are a the issues I have found:

1. The debit/credit report supplied to Cheryl does not match the report supplied to DJ (2 different reports, 2 different balances).
2. The Tahiti sheet does not match payments made on the debit/credit report.

Cheryl and I are trying to get an accurate figure so it can be entered into our accounting system for better tracking. Woody, if you can forward me the most up-to-date report, I would appreciate it. Once I have the updated report, I can compare it to our accounting records. I will of course notify the 3 of you on my findings so we are all on the same page and in agreement as to the balance owed.

I understand this may be frustrating but I am sure we all agree that having the correct amount will alleviate any future issues. Going forward with accurate figures will also ensure Woody is on a regularly scheduled payment plan.

Let me know if anyone has any questions or concerns.

Sincerely,

Joe Morales

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Captain Woody
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