

To: jjones@jonesofficesolutions.com  
From: tmcaden@jonesofficesolutions.com

Subject: Meeting About New Internet Service Provider 1/8/2013

Mr. Jones,

I have been researching our choices for internet providers over the past week, and I wanted to update you on my progress. We have two options: H.C. Cable and Toll South. Both offer business plans, and I will go over the pricing of each plan at the meeting on Tuesday. Both of the options I listed have comparable speed and data usage offerings as well. I called your personal provider, GoGo Satellite, but they did not have any business offerings. They primarily do residential internet service.

I will talk with Joe and Susan in IT about these options and get their suggestions. I will also send out meeting requests to everyone, including Mr. Morris in operations. If you have any questions prior to the meeting, please let me know.

Respectfully,

Tina McAden  
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