

Office Manager - conversation

Office Manager (Mary): Good afternoon, Sally. Are you ready for the meeting?

Secretary (Sally): Yes, should we go to your office or use the conference room?

Office Manager (Mary): I think the conference room is a better place to have the meeting.

Secretary (Sally): That's fine by me. It also has a projector in case we need to look at some slides.

Office Manager (Mary): Ok. To begin with I really want to see that report you were working on. You know, the one on sales results and revenue.

Secretary (Sally): Yes, I know the one. It is right here in my document folder. Let me pull it up.

Office Manager (Mary): Right. Also, have you contacted Amsterdam's office? I must know when the conference is going to take place to be able to plan ahead for the venue, itinerary and seats.

Secretary (Sally): Sure. I also wanted to report that one of our foreign customers complained about the terms of the price quotation we sent him. He is saying that if we don't lower the price, he will contact another agency and not work with us.

Office Manager (Mary): He is a rather difficult client. Please write to him that we are willing to give him a 5% discount on the total cost, but tell him we will take a bit longer to finish the project so the due date has to be postponed.

Secretary (Sally): Do you think he will agree to that?

Office Manager (Mary): We are giving him a fair price and we have other projects in the pipeline. If he is not willing to work with us, we will have to find another client to work with.

Secretary (Sally): Will that be all, Mary?

Office Manager (Mary): Yes, Sally. Thank you.