

Attachment: Appropriate documents

Number of methodological Tool	EUPA_LO_054_M_01
Number of attachment	EUPA_LO_054_M_01_Att1

Please assign the appropriate document (left column) to each situation (right column)

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|--------------------------------|--|
| 1. While you were Out Messages | A. First contact with a potential supplier |
| 2. BUSINESS LETTERS | B. Preparation for meeting with external stakeholders |
| 3. Business presentations | C. Management meeting |
| 4. Press releases | D. Telephone message for the manager while he was in meeting |
| 5. Minutes | E. Launching of a new product (promotional document) |

