

Hi Vendor,

I am in the process of setting up an inventory module to better manage my restaurant's food costs. Will you please send me a consolidated purchased history of all items that I have purchased from your company in the past six months? This list should be in **Excel format or CSV** and include the following:

-Vendor Item Code

-Vendor Item Name

-Pack Size

-Case Cost (not necessary, but helpful)

I'd like to receive this information back within five (5) business days to keep this project on track. Thanks for your assistance in getting this information!

Cheers,

Your Name