

FICTIONAL SAMPLE - not a real company notice

Internal workshop: Document preparation

Date: 22 October 2026

Time: 14:00-15:30

Room: B-204

Please bring a laptop and the sample files.

Do not upload confidential customer information.

Registration closes on 19 October 2026 at 17:00.

The workshop is optional. Attendance is not mandatory.

FICTIONAL SAMPLE - materials and schedule

Item	Quantity	Unit cost (USD)
Workbook	12	8.5
Marker	6	2.0
Folder	12	1.25

14:00 Introduction

14:20 Practice

15:10 Questions

* Unit costs exclude tax. This is fictional test data.

If you cannot attend, notify the coordinator by email.