**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.