
From: Recine, Nick J.
Sent: Tuesday, January 16, 2001 4:42 PM
To: Williams, Carrie T.; Kelley, Loren L.; McMahon, Kathy; Codella, Margie E.; Bolanos, Helene
Subject: RE: Missing Corporate Affairs Coupons (2001 Expiration)

Carrie,

I reviewed the carrier's proof of delivery receipts for both the New York & Richmond shipments.

Here are my preliminary findings:

- New York Shipment
 - delivered on 12/22/00
 - signed clear by LaQuan Neal in our shipping department
 - no indication on the delivery receipt of any issues related to shortages/damages or seal tampering by LaQuan
- Richmond Shipment
 - delivered 12/22/00
 - signed clear by Michael Wells
 - no indication on the delivery receipt of any issues related to shortages/damages or seal tampering by Michael

I believe the next steps are to speak to the individuals that signed for the merchandise and the consignees.

Nick

-----Original Message-----

From: Williams, Carrie T.
Sent: Tuesday, January 16, 2001 2:27 PM
To: Kelley, Loren L.; McMahon, Kathy; Codella, Margie E.; Bolanos, Helene
Cc: Williams, Carrie T.; Recine, Nick J.
Subject: Missing Corporate Affairs Coupons (2001 Expiration)
Importance: High

Everyone,

Last week I received e-mails from both NYO & Richmond Corporate Affairs stating that they received partial orders of their yearly requested coupon supplies. Corporate Affairs was suppose to receive complete orders, which were scheduled for 12/22/00 delivery. I contacted LBCo. about the missing coupons and today they faxed me copies of Bills of Lading showing the coupons ordered and stated delivery date of 12/22/00. RR Donnelley & Sons stated (via their faxed note), that they do not receive a receipt of delivery due to the fact that they do not contract the trucking company. That would come from Transtar.

Given the above information, I immediately contacted Nick Recine to let him know about this matter. Nick stated that he will try to get back to me this afternoon, as he will be out of the office for the remainder of this week.

For the record, New York Corporate Affairs states that they are missing 400 B1G1F Carton Coupons and

Richmond Corporate Affairs is missing 10,000 Free Carton Coupons.

Total Missing Carton Coupons = 10,400

According to a 12/21/00 memo from Gina Soviero (Finance) the Free Product Rates effective for coupons drops made after December 1, 2000 is as follows for *Premium and Discount free carton coupons*:

Premium Carton - $\$30.50 + .12 = \30.62

Discount Carton - $\$26.25 + .12 = \26.37

Based on these free product rates: $10,400 \times \$30.62 = \$318,448$ (Prem)
" " " $10,400 \times \$26.37 = \$274,248$ (Disc)

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I asked both Richmond and NY Corporate Affairs to please check their quantities again. Copies of Bills of Lading and summary of coupons ordered per NYC & Richmond have been placed in your mailbox for review. I will keep you informed about situation.

Carrie T. Williams
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