

Sheet1

	1983 Jan.	Feb.	Mar.	Total
Dept. A	\$1500	\$1700	\$3000	\$6200
Dept. B	\$3000	\$3500	\$2000	\$8500
Dept. C	\$1200	\$1500	\$2200	\$4900
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Total	\$5,700.00	\$6,700.00	\$7,200.00	\$19,600.00
1st Qrt %	29%	34%	37%	100%

Dear Chris,

Sales were up for February and March.
Department B is still going strong!

Regards.

(your name)