

Version 1: Plain Text

The Marketing Department at Shipshape Deliveries has developed three kinds of printed materials to advertise our new shipping options: brochures, bookmarks, and posters. Each type of printed material includes descriptions and pricing options for the packing options. We suggest you send the brochure to customers on your mailing list and include the bookmark with every purchase of packing materials. You can send the poster to post offices, company mailrooms, and retail warehouses in your target area.

Version 2: Content Organized with Headings

New Marketing Materials

The Marketing Department at Shipshape Deliveries has developed three kinds of marketing materials to advertise our new shipping options. Each type of printed material includes descriptions and pricing options for the packing options. Please distribute these materials as follows:

Brochures

Send to all customers on your mailing list.

Bookmarks

Include a bookmark with every purchase of packing materials.

Posters

Send to post offices, company mail rooms, and retail warehouses in your target area.