Typed business note: transcript

Faithful transcript of a one-page memo. Page labels give the page of the original.

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TARNWICK OFFICE SUPPLY LTD

Unit 4, Millrace Trading Estate · Telephone 01632 960147 · stores@tarnwick.example

INTERNAL MEMO

[[stamp]] RECEIVED
17 MAR 2025

To: Warehouse team leads
From: Dana Whitcombe, Stock Controller
Date: 14 March 2025
Ref: SC/2025/031
Subject: Quarter 1 stock count, summary and actions

1. Summary

The quarter 1 count took place on Saturday 8 March 2025 between 07:30 and 15:45. All 4 aisles were counted twice by separate pairs. 312 product lines were checked: 297 matched the system figure and 15 did not (4.8%). The total variance by value is £1,284.60 against a stock value of £96,410.00, which is 1.3%.

2. Lines with the largest variance

Code	Description	System qty	Counted qty	Variance
PA-1040	A4 copier paper, 80 gsm (box of 5 reams)	420	398	-22
EN-2207	C5 envelopes, self-seal (box of 500)	96	104	+8
TN-3315	Toner cartridge, black, high yield	58	51	-7
LB-0412	Address labels, 21 per sheet (pack of 100 sheets)	240	240	0
FD-5120	Lever arch file, A4, blue	615	590	-25

3. Actions

(a) Recount PA-1040 and FD-5120 by Wednesday 19 March 2025. Owner: R. Aldous.

(b) Check the goods-in notes for EN-2207 dated 3 to 7 March. Two deliveries may have been booked as one. Owner: P. Raman.

(c) Move all toner to the locked cage in aisle 4 from Monday 17 March 2025.

4. Next count

The quarter 2 count is booked for Saturday 7 June 2025. Send your availability to stores@tarnwick.example or call 01632 960147 by Friday 30 May.

Dana Whitcombe
Stock Controller

About this transcript

Source: This memo was written and typeset for this sample, then turned into a page image with the skew, paper tone and grain of an office scan. The company, the people and the contact details are invented.

Convention: Smithsonian Transcription Center general instructions.

Check: The transcript was typed from the page image with an OCR draft as an aid, then read line by line against the image. Measured against the memo's own source file it has 0 character errors in 1,521 characters and 0 word errors in 264 words. The unedited OCR draft had a character error rate of 8.5% and a word error rate of 12.1%, most of it in the table and the stamp. A second reader then checked every line against the image and found no wrong characters.

Convention rules

- Spelling, grammar, punctuation, capitals and word order are typed as they appear on the page, mistakes included.
- Text runs as paragraphs. Lines the writer set apart, such as dates, greetings and signatures, stay on their own lines.
- A word split by a hyphen at the end of a line is typed as one word.
- An unclear word is typed as a marked guess, [[guess?]]. A word that cannot be read is [[?]].
- Crossed-out text that can still be read is typed between [[strikethrough]] and [[/strikethrough]].
- Words added above the line are placed where they read, with no caret.
- Underlining, bold, italics and raised letters are not marked.
- Stamps, seals and pictures are named in double brackets, for example [[stamp]], followed by any text they carry.
- Notes added in the margin or by another hand are tagged [[note]].
- Tables keep their rows and columns. In plain text a table opens with a tag such as [[5 columned table]], with a vertical bar between cells and a row of hyphens under the header row.
- Page labels we add sit outside the transcript text. A page number printed on the page is typed.