

Garden Centre Mail Merge Task

Mail Merge Letter

Prepare a letter to the suppliers and invite them to the launch of the new garden centre.

Use the letterhead and the text supplied.

The letter must fit on **one** page.

Insert **one** suitable image.

Insert a suitable symbol to create a tear-off reply slip at the bottom of the letter.

Add the words **Name** and **Telephone No.** in a suitable place to allow suppliers to insert their contact details.

Create a garden centre logo like the one below to be inserted at the bottom right of the A4 page.



Check the document to make sure it is clear, formatted suitable and free from errors.

Print a copy of the unmerged letter to show all merge fields.

Merge the document using the file of suppliers provided.

Print the **first three** letters **only**.

Evidence needed:

- a) *Printout of your unmerged letter showing all merged fields.*
- b) *Printout of the **first three** merged letters **only**.*