**Task 6 - Your task**

In this task, one the businesses your company supports has asked for information on importing products that it can sell through its retail stores. The supplier is based in Vietnam and is providing a range of furniture to wholesalers here in Australia. Our client needs you to obtain further information on the following areas and to prepare a letter to the supplier to inform them of the conditions and requirements.

The client’s letter to the supplier has been drafted and has been passed onto you to be prepared as a word-processed letter following the company standards. You will need to find some additional information to insert into the letter and form the attachments to the letter.

You will need to use the Internet to find the relevant information.

You are required to insert the fees that our supplier may need to consider when arranging the importation of goods into Australia. This information is needed for the letter. When you have gathered all the information, create a new spreadsheet for me with the import fees from the Australian Government inserted and providing an anticipated total cost in this area, i.e. the transport and import fees. If you need help with the spreadsheet, you could visit the Virtual RTO for training materials or find assistance on the web.

I will also give you information about two emails I would like you to write.

To assist you with this task, a few hints have been provided. It is important for you to read these hints before beginning.

**Some hints for you…**

To accurately complete the task that has allocated to you, you will need to:

* Understand why we search Internet
* Understand how to plan and conduct a search of the Internet
* Analyse information found on the Internet and make a judgement as to whether it is valid for your purpose
* Ensure that the completed letter meets the template standards set by Anjark Services.

What you must do...

As in the past I have provided you with a Task Planning Sheet to help you plan your tasks.

You will need to complete a brief course on the use of the Internet. The link for this short course is in your Intray and the Intranet. There is a brief activity to do after this course to demonstrate your competency in this area.

Rae Taylor, one of our managers, would like you to create a reference table of software applications that are used to compress files to smaller sizes. From this list I would like a recommendation for one to use in our offices. You will find this task in your Intray. Please contact two other Administration Assistants at the firm to forma a small team and work together on this activity. If you need assistance forming groups, I will provide direction.

There are resources available to you in this task. These can be found in the Intranet. You must go through the Achieving Team Goals resource and the Anjark Services booklet, Working Effectively with Others before you contact the other Administration Assistants as it should make your interaction with them more valuable.

When you are ready to undertake the task, there are a few things you should be aware of:

* The letter should be typed up using the Temperate Wholesaler's business letter template.
* You will need to email the letter to me so that I may take it to the Director for his approval and signature.
* Please save your work – you may need to refer to it later.
* There are also some additional activities in your Intray. Finally, after completing the above, I would like you to review your own performance on this entire task. Use the online discussion forum to join in a discussion with the other administration assistants about the difficulties you encountered and share ideas on how you could develop the necessary skills. Alternatively, you can submit your ideas to me via email.

If you need any help with the task, remember you can email me and I will reply as soon as I can.

**What you must do:**

Refer to the Task Planning Sheet to assist you in completing this task.