

Reliable instructions from incomplete source documents

A two-document exercise in writing reliable internal instructions

The working context

You have two source documents. Your job is not to calculate or promise a delivery date. Build an internal review draft that preserves the evidence and makes missing information visible.

SOURCE A · SUPPLIER OFFER

“14 business days from the purchase order.”

The duration can start only after the purchase-order date is known.

SOURCE B · INTERNAL NOTE

“the ninth”

This is a reference in an internal note, not a confirmed delivery date.

Known unknowns

- Purchase-order date
- Owner of the internal note
- Date of the internal note

Boundary

Draft for internal review only. No commercial reply, order, payment or commitment is approved.

Practice · make a safe action draft

Work only from the two documents on page 1. Keep each statement tied to its source.

1. Copy the two supported facts without adding a delivery calculation.
2. List the three known unknowns separately from the evidence.
3. Write one internal verification request before any person sends, orders, pays or promises anything.

Internal reviewer question

Who owns the internal note, and on what date was it written?

Your draft template

Evidence kept	Missing information
Internal verification request	Reviewer

Safe: ask internally for the missing dates and ownership. Unsafe: treat “the ninth” as a confirmed delivery date.