

PLACING AN ORDER

UK Engineering
32 Walmer Road
Birmingham B042

Your ref : 45/ BH
Our ref : 222/ SD
Date: 15th January

Smith & Smith Ltd

Westminster 55
Liverpool

Dear Sir

We have noted the quality of your electronic devices. However, we need to point that it is a little more expensive than most similar products available in the market. Because of this, we ask you to reduce the prices quoted by 3%.

If you can do this, we would like to buy 50 printers type HP, 500 mice and 20 computers HP.

On our side, we would be willing to pay 30% of the total invoice on receipt of the goods.

Please let us know as soon as possible if these terms are acceptable to you.

We look forward to hearing from you.

Yours sincerely
J. Palmer (Mr)
Sales manager

ACKNOWLEDGING AN ORDER

Smith & Smith Ltd
Westminster 55
Liverpool

Date: 16th January

Your ref : 222/ SD
Our ref : 175/ M

UK Engineering
32 Walmer Road
Birmingham B042

Dear Sir

We acknowledge with thanks your order reference N° 45/BH dated 15th January.

As this is your first deal with our company, we see it encouraging for you to accept your terms. The goods are currently in stock and your order is receiving immediate attention. It will be dispatched to you by the end of next week.

I hope we may continue to receive your valued customer.

Yours sincerely
John Smith (Mr)
Sales manager