

Dear Sirs,

We thank you for your offer dated ... for high quality ceramic and are pleased to enclose our order No. PO/024 for some items selected in your catalogue attached to / enclosed with your offer.

We would like to emphasize the following points:

Each piece should be wrapped in thick paper, carefully packed in straw and then put into 10 wooden crates, marked with the buyer's address, the order number, crate dimensions and the words: "Ceramic", "Fragile", "Handle with care" and numbered from 1 to 10.

We would appreciate your special attention to the deliver date as we really/urgently need the goods for sale at Tet Festival/ for Tet Festival sales. We reserve the right to refuse the goods if they arrive at Haiphong Port after 10th January 2010

We would like to confirm that the seller will draw a 30-day draft on the buyer after shipment and attached with a full set of shipping documents sent to our correspondent bank, Northmister Bank ,City Branch, Deal Street, Birmingham B3 ISQ, UK which will transfer the payment to Vietcombank. Payment is on D/A basis as agreed on/over the telephone yesterday.

**OR** (As agreed on the telephone yesterday, we would like to confirm that you will draw us a Bill of Exchange on D/A basis at 30 days'sight attached with a full set of shipping documents sent to our correspondent bank, Northmister Bank, City Branch, Deal Street, Birmingham B3 ISQ, UK which will transfer the payment to Vietcombank.).

Please be noted that this is a trial order. If it is completed/processed to our satisfaction and there is a ready market for them in Vietnam, we will place larger orders with you in the future.

We look forward to your sales/order confirmation soon.

Yours faithfully,

Nguyen Thi Lan Anh  
General Director

\* Encl: Order No. PO/024.

Dear Sirs,

We thank you for your offer dated 1st November 200.. for air conditioners model/type/design Freshman 2004 and 2005. Please find enclosed our trial order No. OR 11/06 for 350 units of Freshman 2004 at the price of US\$750 per unit CIF Haiphong Port including packaging for delivery in February 200...

It is essential that the above items be delivered in mid-February in time for distribution to agents across/ throughout the country /nationwide for sale in early summer/ for early Summer season.

The goods should be wrapped in water-proof paper and packed in carton, marked with the buyer's address, the order number, sizes/dimensions/measurements of the cartons and the words: "Keep dry" and "Handle with care".

We would like to confirm that the seller will draw a 60-day draft on the buyer after shipment and attached with a full set of shipping documents sent to our correspondent bank, the Singapore Commercial Bank which will transfer the payment to Vietcombank. Payment is on D/A basis as agreed on/over the telephone yesterday.

**OR** (As agreed on the telephone yesterday, we would like to confirm that you will draw us a Bill of Exchange on D/A basis at 60 days'sight attached with a full set of shipping documents sent to our correspondent bank, the Singapore Commercial Bank which will transfer the payment to Vietcombank.

Could you please send us in advance a set of technical documents in both English and Vietnamese?

We regret to inform you that at present we are not in a position to place an order for Freshman 2005 because its price is rather high and we are not quite sure that this product will sell well in Vietnam. However, if this order is completed to our satisfaction and there is a ready market for them in Vietnam, we hope to deal in this item on other occasions.

We look forward to your order confirmation soon.

Yours faithfully,

ABC

Encl: order No.OR11/06.