

Exercise 5: (p.96)

Re: Rush mats

We thank you for your enquiry dated June 25 th 200.. and are happy/glad to learn that you are particularly interested in (in the purchase of) our rush mats and glad to make you an offer, which is subject to our final confirmation/ acceptance upon receipt of your order, on the following terms and conditions:

1. Commodity: fancy rash mat (patterned rush mat)
2. Quantity: 5000 pieces
3. Specifications: as per enclosed specifications
4. Price: £1/ piece, CIF Hamburg, including packing
5. Packing: 20 pieces are packed in one bale wrapped in strong rush –mating and steel hooped.
6. Delivery: in one lot in August, 200..
7. Payment: is made by an irrevocable L/C, to be opened at/ through the Commercial Bank of London to the account of the Bank for Foreign Trade of Vietnam in our favour, 15 days before/ prior to the shipment

We look forward to your prompt order and guarantee that / assure you that any of your orders will be given our best

Exercises (p.94)

1. We have received with thanks your enquiry dated December 1st for/ asking for Lao Cai apatite, Hoang Thach cement, kitchen equipment, rattan chairs, and wooden carpets of different types/ designs.
2. In respond/reply to your enquiry dated October, 20th for tinned/canned peanuts, pineapples, cucumbers, we are happy to offer you these three items on favorable conditions.
3. We are pleased to receive your enquiry dated November, 14th for anise and pine oil. As requested, we have already sent you the samples by post.
4. We thank you for your enquiry dated October 8th for our Vaseline and are pleased to make you a firm offer, which is subject to acceptance within 10 days for 1000 tons Vaseline at the price of ...per ton, CIF
5. We are interested in the purchase of 10 pumps, code number X30 and 10 pumps, coded K-25. We wonder if you could/ can offer us a 5 % discount on such an amount.

6. We regret our inability to give you a discount on such a small quantity. If you are willing to submit/place an order for 30 pumps, we will/ are prepared to give you a 2.5% quantity discount.
7. The delivery should be made as soon as possible but not later than December, 1st / We would like you to deliver the goods asap but not later than December, 1st .
8. We will try our best to deliver the goods in mid November or by the end of last month at the latest.
9. As far as terms of payment are concerned / Regarding/ With regard to terms of payments, we suggest/ stress that it should be made by an irrevocable L/C./ We require payment by
10. This L/C is to be opened at Foreign Bank for Vietnam, to the account of North Europe Commercial Bank in your favor, 15 days before the shipment at the latest.
11. We would highly appreciate it if you could deliver half of the ordered goods immediately, the rest will be shipped in 2 weeks' time.