

# Commercial Correspondence

## **ORDERS**

# Opening

Express thanks for the offer and express pleasure in placing an order

*Eg: We thank you for your offer No. 204/ PP dated 15 September 200.. and have pleasure in placing / are pleased/ glad to place an order on the following terms and conditions:*

# Message

1. Names of goods/ Commodity:

Eg: *woolen sweaters*

*Washing machine TD 236*

2. Quality and specifications:

*As per enclosed catalogue No. 234/DL*

3. Quantity: *1,000pcs/ units*

4. Price: - *Unit price is ..... including packing*  
- *Total value:*

# Message

5. Packing: *in customary export packing*
6. Delivery: *in one lot/ shipment in the middle of December 200..*
7. Payment: *is to be made/ effected in US dollar/ pound sterling by an irrevocable letter of credit at sight/ at 60 days' sight to be opened at/ through/ by the Bank for Foreign Trade of Vietnam (Vietcombank) 15 days prior to shipment, valid for 45 days to the account of Lloyd's Bank, London, in favour of the seller for the total value of the goods to be shipped.*
8. Technical document: *2 copies of user's manual to be supplied with each unit of goods*
9. Warranty: *12 months from use or 18 months from dispatch*

# Ending

*We look forward to your sales  
confirmation/ order confirmation soon.*

### **EXERCISE 3 / P. 213**

Dear Sirs,

We are pleased to inform you that the first shipment of your all-purpose /multifunctional tractors sold very well in the first week of / upon its arrival in Vietnam. We now would like to place a firm order on the following terms and conditions:

- 1.Commodity. Multifunctional tractors
- 2.Quantity: 30 units.
- 3.Specification: as per catalogue No. 4/88 and technical instructions enclosed with/ attached to your offer No.4567 dated 2nd March 2009.

4.Price:

Unit price: US\$ 2,200 CIF Sai Gon Port, Ho Chi Minh City  
including packing / packing included.

Total amount: US\$ 66,000.

- 5.Delivery: in 2 lots. The first one of 10 units is to be shipped/ delivered in August 2009 and the second of 20 units will be in December 2009.
- 6.Packing: in customary export packing in conformity with/ for long sea journey /sea voyage/ sea freight.
- 7.Marking: each bale is marked on both opposite sides in letter not less than 5 cm high in weather - proof paint as follows:

**Name of shipper / Consignor: Export Tractor Co., Ltd.**

**Name of consignee: Hanoi Machine and Component Import Co.**

**Bale No. : number 1 and up.**

**Net weight:**

**Gross weight:**

**Measurement:**

**8.Payment: is to be made/ effected in US dollar by an irrevocable letter of credit to be opened at/ through/ by the Bank for Foreign Trade of Vietnam (Vietcombank) 15 days prior to shipment, valid for 45 days to the account of the Tokyo Commercial Bank in favour of the seller for the total value of the goods to be shipped.**

**Documents required for payment include:**

**Commercial Invoice: 3 copies / in triplicate.**

**Original Bill of Lading: 1 copy.**

**Packing list: 3 copies.**

**Certificate of quality: 1 copy.**

**Insurance Policy: 1 copy**

**9.Technical documents: 2 sets of technical drawing and 2 sets of instruction for assembly, operation and maintenance in English are to be sent with the goods by sea / sea way. Another set is to be sent by air to the buyer not later than 30th August 2009.**

**10.Guarantee: 12 months after dispatch, 6 months after use/ the commencement of operation.**

**This provision / terms of warranty does not apply to the damage caused by user's negligence.**

**We look forward to receiving your order confirmation soon.**

**Yours faithfully,**

**ABC**