

Confirming the order

The receipt of goods from information provided is solely necessary simply for billing delivery.

<p>Customer 101, Wylburg Road Camberley, GU10</p> <p>Order Number 1004, 1st, 1000000000 for the period 01/01/01</p>	<p>From our Warehouse Star Rd. St. Albans Camberley, October 11, 2001</p>
<p>Subject: Order of 01/01/01</p>	
<p>Dear Madam,</p>	
<p>We are pleased to inform you that the dispatch of your order of 01/01/01 has just been completed according to your instructions. It will be delivered to you on 01/01/01.</p>	
<p>The goods are packed in separate parcels which should stand up to the highest handling standard they can meet under conditions.</p>	
<p>Each item has been duly checked, inspected and carries our full quality certificate.</p>	
<p>The shipping documents are, accompanied by the invoice containing your order number for 1,000 items, which we please note has a maximum weight of 100kg.</p>	
<p>We shall be looking forward to hearing from you concerning the safe arrival of the goods at your warehouse.</p>	
<p>Yours faithfully,</p>	
<p>M. J. Smith M. J. Smith Product Manager</p>	