

THE REPLY TO THE ORDER TEST A

STUDENT'S NAME _____

Read this letter then do the activities about it

THE GARDEN EVEN
3 Bath Road, Harloworth
Glos, GL3 5BU, ENGLAND

5th February 2001

P.lli Rossi

209 Via Roma

20124 Genova

Italy

Dear Mr Rossi,

Thank you for sending us information about your products and sales terms.

We have examined your range of products with care and are very impressed with the terracotta pots and vases. We are therefore pleased to send you an order, which if you meet our requirements, will be followed by a bigger one soon. Please book our order as follows:

300 vases mod. " VIOLET " in assorted colors at the unit price of € 30

450 terracotta pots mod. " SPRING " in assorted sizes at the unit price of € 6,50

2000 terracotta pots mod. " SEASONS " at the unit price of € 4,50

As specified we will open the L/C to your favour as soon as you confirm our order. We would be grateful if you could grant us a 4% discount on the prices quoted since our order is the first one.

With regards to delivery, all the items should be packed in wooden crates, well padded with straw. Each crate should be marked "fragile" and labelled with our name and address. We require all the goods urgently, please arrange for shipment by air within 3 weeks.

Please note this is a trial order. Should we be satisfied with it, we will place a larger order before the end of spring.

Yours sincerely

Paul Brown

Manager