Types of business letters

Order

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Plan

- 1. Aim
- 2. Vocabulary
- 3. Structure of the covering letter
- 4. Some other specimen letters
- 5. Examples



1. Aim



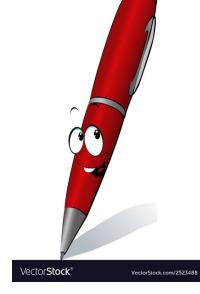
to confirm payment terms, discounts, delivery dates and terms

Use ORDER FORM



2) To confirm an order, so

- confirm payment terms, discounts, delivery dates and terms



3) To reject an order because of

- Something is out of stock

- Bad reputation
- Unfavorable terms
- Size of order

2. Vocabulary

- 1. A trial order
- 2. A provisional order
- 3. A firm order
- 4. To confirm, to acknowledge, to accept an order
- 5. To refuse \ reject \ turn down an order
- 6. To cancel an order
- 7. To fill, to fulfill, to make up, to complete, to meet an order
- 8. Advice of dispatch
- 9. Delays
- 10. Out of stock
- 11. Unfavorable terms
- 12. An invoice
- 13. To deliver an order
- 14. a compliment slip
- 15. Banker's draft
- 16. Sight draft