




English

Topic: Business Letters



**Прочтите и переведите образец
письма-заказа на товары и ответьте на
вопросы:**

Order of Goods (Письмо-заказ на товары)

HOWARD &
PRATT
Ladies' Clothing
306, 3d Avenue
Chicago, Ill. 60602
USA

Nov. 4, 2013

JACKSON & MILES
118 Regent Street
London W1C37D
UK

Gentlemen:

Re: Order of Goods

Thank you for your quotation of October 28. We have pleasure in placing an order with you for 1,500 dresses to the amount of US \$38,745 in the colours and sizes specified below:

Quantity

Size

Colour

Price per unit Amount

Delivery: air freight, c.i.f., Chicago A Letter of Credit will be opened by us with your bank as soon as we receive your confirmation of order.

Please arrange for immediate shipment by air freight.

Very truly yours,

P. PRATT.Jr
(P.Pratt)
Buyers

Ответьте на вопросы

1. What number of dresses do the Buyers order?
2. When will the Buyers open the letter of credit with the Sellers bank?
3. What kind of shipment do the Buyers ask to arrange?
4. What is the amount of the order?

Прочитайте и переведите *Письмо-подтверждение получения заказа продавцами*

JACKSON &
MILES
118 Regent Street
London W1C 37D
UK

Oct. 15, 2013

HOWARD & PRATT
Ladies' Clothing
306, 3d Avenue
Chicago, Ill. 60602
USA

Dear Sirs,

We acknowledge receipt of your order for women's dresses dated Nov. 4, 2000 and agree to execute it in strict accordance with its terms and conditions which we hereby accept and confirm in all respects.

Yours faithfully,

D. A. Leary
Manager
Export Department
Sellers