




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, III. 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