

Placing Orders

Depending on the order you are going to place, the content needs to comply with them.

How to Write a Letter Placing Order

- Paragraph 1 – Start the letter with what you have learnt about the company and its products.
- Paragraph 2 – Draw a table and include “Order Number”, “Item name” “Item quantity” “Other Specifications.”
- Paragraph 3 – Refer to how, when, where you would like the delivery to be made.
- Close the letter with how you hope for the delivery, etc.

Opening Sentences can be:

- “This is with reference to the inquiry letter dated 12th March 2018, regarding the purchase of silk thread.”
- This is a follow up of our communication on 12th March and then on 21st March regarding a bulk purchase...”\
- With reference to...
- Your letter of November 12
- Our meeting on September 3, ...
- Our conversation last week, ...
- Further to our telephone conversation yesterday, ...
- Following our discussion last week....
- Following our meeting last Thursday....

The Closing Lines:

- We have already made 50% of the payment at the SBI today at 12.20 PM.
- Hope to receive the order delivered on or before 22nd of this month.
- Kindly refer to the agreement on post delivery services such as clearance and stocking.
- Please find enclosed/attached: Receipt of the bank-payment

Copy of your brochure’s table of content page, etc.

Let’s look at a sample letter. Here is the question.

Q. Write a letter to the Sales Manager, Priyam Books, Ashok Vihar, Delhi, placing order for five titles of books that you need for educational purpose.

Priyam Books
Ashok Vihar
12/CA, Model Town
Delhi-09

April 29, 2020.

Subject – Placing Bulk Order for Books

Sir/Madam,

Thank you for your prompt reply to our previous letter of inquiry dated 20 April, 2020 with reference number 56B/2020. A panel of our firm has studied your brochure and price list and feels satisfied to place an order for the same. The following chart describes the products we intend to buy along with the author, quantity, etc.

Title	Author	Quantity	Year
Modern Eco	Dr. Singh	35	2019
Business 2016	Mathew MN	40	2016
Mental Disoreders	Dr. Yashank B	55	2018
Ageing in 30s	Ruchir Dua	66	2018

Kindly be reminded that each of the title carries 20% student discount and 5% winter sale discount. As per our earlier communication, we have requested to send only books without binding. Also, make sure that every single book is devoid of any kind of printing-binding-packing defect. The total amount of 88000 INR will be paid at the time of delivery.

Yours truly,

Sargam Ahuja

G-3, Vilas Mohan Aptmnt. Laxminagar

Delhi-92

Sample 2

Eureka House
Gandhi Road, NOIDA -223344
Phone – 9898989898, 011-223344 | email eurekaplusmail@gmail.com

2 nd March 2019

The Sales Manager
3/C, Woodcutter's Inc
Janakpuri, Delhi 110058

Subject: Placing order for furniture

Madam,

This is a follow-up of our previous communication, ref. no. **24/ERQ-2015**. Thank you for your timely response and concern. We would like to place an immediate order for the following sets of furniture.

Code No.	Name of Article	Material
2213	Conference Table	Wood
2276	Sofa	Steel & Wood
2233	Chairs	Wood

As per our communication, we are sending a demand draft for Rs. 15,000 as advance payment. The rest of the money will be paid at the time of delivery. Kindly comply with our agreement statements. We hope to receive the purchase in three working days.

Yours truly,

Mohan Bhagat

Asst. Engineer