

Name:

Datum:

Unit 10: Communication, exercise 3

3 Writing an order for calibration equipment

Complete the order with the expressions from the box. There is one expression more than you need.

agree to • at the agreed price of • faithfully • including VAT • place • sincerely • your attention

Dear Mr McCain

Order for calibration equipment

Thank you for your reply to our letter of enquiry.

My supervisor, Jane Ruby, has asked me to confirm our trial order for one calibration machine
at the agreed price of ¹ £362 ² including VAT.

We ³ agree to your terms of delivery and payment.

Thank you for ⁴ your attention to our order.

If the product is suitable, we will ⁵ place a second order.

Yours ⁶ sincerely