

Letter 1: Establishing business relations

To: chenlin @ 163.com
From: smith@ yahoo.com
Date: October 29, 2015
Subject: Establishing business relations on Electric Cooker

Dear Mr. Chen,

We have obtained your name and email address from Canton Fair in 2015. We are very interested in your product, especially “Diamond” brand Electric Cooker.

We are a major company with years’ experience in household electric appliance in Canada, and we enjoy a good reputation in this field. We are writing to you for building business relations with you.

Would you please send us your catalogue and samples to us for our reference?

Looking forward to your early reply.

Yours sincerely,
Belly Smith
S-26 Company Limited, Canada

Letter 2

To: smith@yahoo.com
From: chenlin@163.com
Date: Oct. 30, 2015
Subject: Reply to establishing business relations

Dear Mr. Smith,

Thank you for your letter of Oct. 29, 2015, from which we learn that you show interest in “Diamond” brand Electric Cooker.

G-STAR Company, Guangzhou is well experienced in the export of great varieties of household electric appliance and has high reputation in the world.

As requested, we are sending our latest catalogue and samples for your reference.

Awaiting your favorable reply.

Yours sincerely,

James Chen,
G-STAR COMPANY, GUANGZHOU

Letter 3 Specific enquiry

To: chenlin @ 163.com
From: smith@ yahoo.com
Date: November 1, 2015
Subject: Enquiry for “Diamond” brand Electric Cooker

Dear Mr. Chen,

Thank you for your catalogue and samples. After we check the samples, we are very satisfied with them.

We are keenly interested in the following items of “Diamond” brand Electric Cooker, and shall be glad if you can quote us the lowest price on CFR Vancouver basis.

Articles Nos.	Quantities
TR-EC 110V 2.5L	200 PCS
TR-EC 110V 3L	200 PCS
TR-EC 110V 3.5L	200PCS
TR-EC 110V 4L	200 PCS

If we find your offer acceptable to us, we will place an order with you.

Your early reply will be highly appreciated.

Sincerely,

Belly Smith
S-26 Company Limited, Canada

Letter four

To: smith@yahoo.com
From: chenlin@163.com
Date: Nov.2, 2015
Subject: Quotation for “Diamond” brand Electric Cooker

Dear Mr. Smith,

Your enquiry of Nov.1 has been duly received. Our product enjoys great popularity in the European market. If possible, please increase the quantities of each item to 300 pieces so that we can pack them in a container of 20' , As requested, we are offering you a firm offer as follows:

Commodity: “Diamond” brand Electric Cooker

Packing: to be packed in cartons of 10 pieces each

Articles Nos.	Unit Price (CFR VANCOUVER)	Quantities
TR-EC 110V 2.5L	USD 25.00/PC 200 PCS	
TR-EC 110V 3L	USD 30.00/PC	200 PCS
TR-EC 110V 3.5L	USD 35.00/PC	200PCS
TR-EC 110V 4L	USD 40.00/PC	200 PCS

Terms of payment: irrevocable L/C in our favor (以我方为抬头的不可撤销信用证).

Shipment: from Guangzhou to Vancouver in December, 2015, allowing partial shipment and transshipment (部分装船和转船) .

Our offer stands valid before November 7, 2015. Awaiting your early reply.

Sincerely,

James Chen,

G-STAR COMPANY, GUANGZHOU

Letter five

To: chenlin @ 163.com

From: smith@ yahoo.com

Date: November 6, 2015

Subject: Lower your price

Dear Mr. Chen,

We wish to thank you for your email of Nov 2, offering us the “Diamond” brand Electric Cooker.

We agree to increase the quantities of each item to 300 pieces, but we find your prices too high to be acceptable. Since we have a thorough knowledge of the market and an excellent sales organization in Canada, we assure you of the sales of your products. Therefore, can you give a more favorable price?

As to the terms of payment, would you accept 60 days D/P ?

We anticipate your early reply.

Yours

Belly
S-26 Company Limited, Canada

Letter six

To: smith@yahoo.com
From: chenlin@163.com
Date: Nov.9, 2015
Subject: Agreeing to lower price

Thanks for your email of Nov. 6. We are surprised to learn that you find our price too high to work on. In fact, we always sell these items in the Europe at the price no lower than that we quoted to you. But considering the first cooperation between us, we make you another offer as follows.

Commodity: “Diamond” brand Electric Cooker
Packing: to be packed in cartons of 10 pieces each

Articles Nos.	Unit Price (CFR VANCOUVER)	Quantities
TR-EC 110V 2.5L	USD 20.00/PC	200 PCS
TR-EC 110V 3L	USD 25.00/PC	200 PCS
TR-EC 110V 3.5L	USD 30.00/PC	200PCS
TR-EC 110V 4L	USD 35.00/PC	200 PCS

As a usual practice, we require the payment to be made by irrevocable L/C at sight, which is good to both of us.

Meanwhile, if you place an order before the end of this month, we will guarantee the delivery in December this year.

Please reply ASAP.

Yours,

James
G-STAR COMPANY, GUANGZHOU

Letter seven

To: chenlin @ 163.com
From: smith@ yahoo.com
Date: November 11, 2015
Subject: Acceptance

Dear Mr. Chen,

After we received your email, we contacted our clients immediately. They can do the business if you make shipment in December.

Meanwhile, please note that shipping advice must be faxed to us 40 hours before shipment, including number of packages, gross and net weight, vessel name, B/L No. and date, Contract No. and value so that we can cover the insurance in time.

Please send us your S/C as soon as possible. Should this order prove satisfactory, we will place substantial orders in the future.

Belly

S-26 Company Limited, Canada