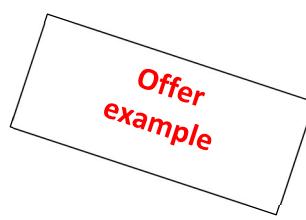


|   |  |        |                  |
|---|--|--------|------------------|
|  |  | Datum: | Fach:<br>Klasse: |
|---|--|--------|------------------|

ALLSTAR COMPUTERS LTD.  
57 Green Rd  
London NE1 19H

Taylor Heatings Ltd.  
12 Union Terrace  
London SW1 5 HR



15 February 2021

Dear Mr Price

**Your enquiry of 12/02/21**

We were pleased to note that you are interested in our notebook PCs. Details on our complete range of products can be found in the enclosed brochure and price list.

I think the model that would best suit your needs is our new Power Notebook. We are glad to submit the following quotation:

- Intel®-Core i5-7440HQ (6MB Cache / 4 x 2.8 GHz up to 3.8 GHz)
- 8 GB Shared Dual Channel DDR4-19200 at 2400MHz
- 256 GB SSD S-ATA
- 15.6-inch widescreen display (1920 x 1080 pixel)
- Thunderbolt, HDMI, USB3.1 (Type-C)
- TV Tuner and stereo sound

**Special Prize: 999 € including packing**

The prices are subject to the size of your order. We offer a quantity discount of 10% on the listed price on orders exceeding 10 notebooks.

Our terms of payment are cash with order or cash on delivery (additional 10 € C.O.D. charge).

This offer is firm for two weeks, afterwards subject to change without notice.

Should you require any further information, please do not hesitate to contact us. We hope that our favourable prices will persuade you to place an order with us.

Yours sincerely

D. Reeves  
Sales Representative

Enclosure: Brochure, price list

**Tasks:**

1. **Identify the parts of a formal letter!**
2. **Identify the main parts of an offer. Highlight typical phrases**

## Writing an Offer

### 1. Einleitung

#### Bezug auf Anfrage

We were pleased

to receive your enquiry of ... (date)  
to note that you are interested in our  
of (date)  
for (item)

We refer to your enquiry

### 2. Preise und Bedingungen

...are glad

to quote as follows  
to submit the following quotation  
a discount  
charge  
quantity discounts  
the sic of your Order

we grant

prices are subject to

including packing  
packing will be charged

Verpackung inklusive

Verpackung zu Ihren Lasten

excluded

### 3. Zahlungsbedingungen

cash in advance

Vorkasse

CWO cash with order

Vorkasse

cash on delivery

Nachnahme

30 days net

30 Tage Nettokasse (rain netto)

cash discount

Skonto

against b/l of exchange  
(IBE)

gegen Wechsel

### 4. Gültigkeit des Angebots

This offer is

- valid/firm for two weeks
- good while stocks last
- without engagement w/o change without notice confirmation
- subject to

## 5. Abschluss

### - weiteres Informationsangebot

Should you require any further information, please

let us know  
do not hesitate to contact us

### - Hoffnung auf Geschäftsabschluss

We hope that our

favorable prices  
excellent quantity

will persuade you to place an order with us.

price performance ratio

or:

We

will be happy to receive  
we are looking forward to receiving an order from you soon

### Repetition - Please translate into English:

- Wir beziehen uns auf Ihre Anfrage vom

We refer to your enquiry of ... Thank you very much for  
your enquiry

- Wir legen unseren neuesten Katalog bei

We enclose our latest catalog

- Unsere Lieferbedingungen sind ab Werk Straubing, Transport und Versicherung zu Ihren Lasten

Our terms of delivery are ex works Straubing, transport  
and insurance are at your cost

- Wir können Ihnen bei Bestellung innerhalb 3 Tagen und Lieferung über 600 Stück 3% Skonto gewähren

We can grant you a cash discount of 3% if your order exceeds  
600 pcs and placed within three days.

- Garantie 6 Monate ab Kaufdatum

There is a guarantee of six months starting on day of purchase

- Unsere Zahlungsbedingungen sind bei Erstbestellung gegen Vorkasse, sonst gegen Nachnahme

For the first order our terms of payment are cash in advance  
otherwise cash on delivery

1. Practicing useful phrases:

a) Find words in the second box which have the same meaning as the corresponding ones in the first box.

|                  |   |               |
|------------------|---|---------------|
| 1. prepared      | e | a) quotation  |
| 2. binding       | b | b) valid      |
| 3. have pleasure | f | c) dispatch   |
| 4. send          | c | d) organize   |
| 5. arrange       | d | e) willing    |
| 6. question      | g | f) be pleased |
| 7. offer         | a | g) query      |

b) Fill in suitable words or expressions to complete the following letter.

Dear Ms Johns

(1) Thank you for your enquiry dated 3<sup>rd</sup> August ..... We are very pleased to (2) submit / send / let you have the following offer. As (3) requested / agreed you will also see that we have enclosed our latest colour brochure and price lists. For first orders we are (4) willing / prepared to grant you an (5) introductory discount discount of 10 % on all list prices. However, this offer is only (6) valid for 6 calendar months as from the above date. Payment should be (7) made / effected in (8) advance. We assure you that the consignment will be (9) sent / dispatched / shipped immediately on receipt of your order. We can also (10) organize / arrange transport by road to your warehouse. If you have any further (11) questions / quays, please do not hesitate to contact us. We look forward to receiving your order soon.

Yours (12) sincerely

c) Put the following sentences into the passive form.

1. We can grant a 10 % discount.
2. We will organize transport on receipt of order.
3. We sent our catalogue under separate cover.
4. We enclose our price list.
5. We can arrange delivery by air.
6. The price does not include packing.
7. We will execute your order promptly and carefully.
8. You should effect payment within 30 days.

A 10 % discount can be granted

Transport will be organized on receipt of order

Catalogue was sent under separate cover

Our price list is enclosed

Delivery by air can be arranged  
Packing is not included in the price

Your order will be executed promptly and carefully

Payment should be effected within 30 days

d) Write a complete offer from the prompts given. Use today's date.

You work for Reuter GmbH, Römerstr. 56, 70180 Stuttgart. You have received an enquiry from Toplaptop Ltd. of 55, Bateman Street, Cambridge CB2 1HR, England, about your range of notebooks. Your company is interested in getting into the English market.

Write an offer to Toplaptop Ltd. Thank them for their enquiry. State your offer and terms. Mention that you offer an introductory discount of 15 % on all items and an additional

volume discount of 10 % on orders of over 100 items per product. Point out that you have also sent the English firm your complete price lists under separate cover. State your terms of payment (payment within 30 days) and your terms of delivery (CIF Dover guaranteed 14 days after receipt of order).

End the letter politely.

Dear Toplaptop Ltd.

We are pleased to have received your enquiry about our notebooks, as we are interested to get into the English market.  
In the attachment you will find our offer. For first offers we offer an introductory discount of 15%.

## Letter phrases - offer

### **Opening**

|  |  |
|--|--|
| Thank you for ...  | Wir danken für ...   |
| We have pleasure in sending you ...  | Wir freuen uns, Ihnen ... zu senden.                                       |
| We are pleased to send you / let you have ...<br>the following offer / quotation<br>on the following terms | Gerne sende wir Ihnen ...<br>folgendes Angebot<br>zu folgenden Bedingungen |
| As agreed / mentioned / requested  | Wie vereinbart / erwähnt / gewünscht ...                                   |
| Please find enclosed ...   | In der Anlage finden Sie ...   |
| We will send ... under separate cover.   | Wir schicken ... mit getrennter Post.                                      |

### Particulars

|   |   |
|---|---|
| We are willing / prepared to grant / allow you a(n) ...<br>trade / introductory / volume /<br>fidelity / cash discount.                         | Gerne gewähren wir Ihnen (einen) ...<br>Handels- / Einführungs- / Mengen- /<br>Stammkundenrabatt / Skonto   |
| This offer is valid / binding from / until ...  | Dies Angebot ist gültig von / bis   |
| The prices quoted are net.  | Die angegebenen Preise sind netto   |
| Payment should be made / effected ...<br>on receipt of the goods / order.<br>in advance   | Zahlung sollte ... erfolgen<br>bei Erhalt der Ware / des Auftrags<br>im Voraus  |
| Delivery can be made / effected / carried out ...   | Lieferung erfolgt ...   |
| The consignment will be sent / dispatched ...   | Die Ware wird ... geschickt.  |
| We can arrange / organize transport ...<br>by air / by rail / by road / by sea<br>on receipt of order<br>within 30 days after receipt of order. | Wir können den Transport ... organisieren.<br>per Luftfracht / Schiene / Straße / See<br>bei Erhalt des Auftrags<br>innerhalb von 30 Tage nach<br>Auftragseingang |

### **Closing**

|  |  |
|--|--|
| If you have any further questions / queries, do not hesitate to contact us.  | Sollten sie weitere Fragen haben, können sie jederzeit mit uns Rücksprache nehmen.   |
| We hope ...<br><br>you will make use of this advantageous offer.<br><br>we will have the pleasure of doing business with you | Wir hoffen, ...<br><br>dass Sie dieses vorteilhafte Angebot nutzen werden.<br><br>mit Ihnen in Geschäftsbeziehungen zu treten. |
| We assure you that your order will be executed / dealt with promptly and carefully   | Wir versichern Ihnen, dass Ihr Auftrag schnell und sorgfältig erledigt wird.   |
| We look forward to receiving your answer / order soon  | Wir freuen uns auf Ihre(n) baldige(n) Antwort / Auftrag  |