- 1. What is Computop looking for?
 Computop is looking for reliable suppliers of computer parts.
- 2. Which sentence states the request?
 We would be grateful if you could send us a quote for the items listed below.
- 3. What additional information does the writer include?

 The writer includes their payment terms and the deadline day to delivery.
- 4. Who wrote the e-mail? Robert Clark, Head of IT.