

321. Расположите части делового электронного письма (email) в правильном порядке:

a) To: Mr. Mitchell
From: ianmcadam@dscharcot.co.uk
Subject: Enquiry

b) Yours sincerely,
Ian McAdam
Development Manager
Clayfield Burnley BB10 1 RQ
Tel.: + 44(0) 128246125
Fax.: + 44 (0) 128263182
ianmcadam@dscharcot.co.uk

c) Could you also please confirm whether the post-installation support covers the equipment 24 hours a day? And what is actually included in the support? In particular, we would like to have confirmation if the cost of parts and labour are included in the package? We require this information as soon as possible. And lastly, we are considering extending the period of the post-installation support from your company from 6 months to 12 months. We would be very grateful if you could provide us with a quote for this extension.

I would really appreciate it if you could deal with these matters urgently.

I look forward to hearing from you.

d) I am writing in reference to the current situation with the Skipton Airport Project. We have a number of questions which we hope you could answer.

First of all, could you please provide us with an update on where you are on the Skipton Airport Project. We would also appreciate it if you could clarify what the current issues with the delivery system are, and confirm when you expect them to be resolved.

In addition, at the end of our last meeting we requested a copy of the latest project update report. Unfortunately, we have still not received it. We would appreciate it if you could forward this to us.

e) Dear Mr. Mitchell,

322. Расположите части делового электронного письма (email) в правильном порядке:

a) With reference to your last email regarding the current situation with the Skipton Airport Project, I can confirm the following:

We successfully completed stage 2 on Monday and at present we are preparing to start stage 3. On the whole, the project is going well. We have not encountered any problems with the machinery but there are still some minor issues with the delivery system.

As was pointed out in our last meeting, the problem with the delivery system is due to the software. It is a very common software issue and we just need time to correct the code. Rest assured that this issue is being looked into and we are confident that it will be resolved by the end of the month.

Please accept my apologies for not receiving a copy of the updated project report earlier. Please find attached a copy of the report at the end of the email.

b) Dear Mr. McAdam,

c) To: Mr. McAdam
From: d.mitchell@work.co.uk
Subject: Delivery; post-installation support

d) Yours sincerely,
David Mitchell
Project Manager
London EC1 7DQ
Tel.: +88 (0)20 7 87457
Fax: +66 (0)20 7 87458
Email: d.mitchell@work.co.uk

e) Concerning your question about the post-installation support package, I can confirm that we provide both remote and call-out site support 24 hours a day, 365 days a year. This covers remote monitoring, a service every 3 months, service engineer visits and the cost of all parts and labour. With regards to your request to extend the period of post-installation support from 6 months to 12 months. May I suggest that we discuss this matter at the next project update meeting?

I hope that this answers your questions.

If you require any further assistance, please do not hesitate to contact me on my mobile, 07340 7602133.

I look forward to hearing from you.

323. Расположите части делового электронного письма (email) в правильном порядке:

a) Dear Mrs. Ryder,

b) I regret to inform you that due to a mistake on our computer system, your credit card account has been cancelled. As a result, you will not be able to use the credit card. I apologize on behalf of our company for this situation happening.

Unfortunately, due to banking regulations we are not legally able to change your account's status from cancelled to active. In order to change the status to active, you will have to reapply for the credit card account again. Once you have done this, we will re-issue you with a new card as quickly as we can.

c) To: Mrs. Ryder
From: jbeever@bankcards.com
Subject: Credit Card Cancellation

d) Yours sincerely,
James Beever
Customer Services Analyst
International plc.
London WC1H 9BH
Phone: +0242 7433123
Fax: +0242 7433123
Email: jbeever@bankcards.com

e) Please find below a link to the web page to reapply:
www.bankcards.com/creditcard/appform.html

As a way to recompense you for any trouble this has caused, we will credit your account when active with £35. If you have any questions, please don't hesitate to contact me by email (on jbeever@bankcards.com) or by phone (on 0242 7433123).
Please accept my apologies for any inconvenience this may cause.

324. Расположите части делового электронного письма (email) в правильном порядке:

a) Dear Mr.Smith,

b) Further to your email of the 17th August 2021 regarding your order (ref no. 34ED12QP).
First of all, please allow me to apologize for Peter Taylor not responding to your email. I can confirm that Peter has been on sick leave for the whole of this week. And although this explains the issue, it does not justify it.

It transpires that there was a miscommunication in his department and the person who should have been taking care of this issue, did not. I have already taken all the necessary measures to ensure that this does not happen again in the future. Thank you for bringing this matter to my attention.

With regards to the issues about your order, I have taken personal charge of them. First of all, let me apologise for the late delivery. We should have made you aware about the delay at the time.

Regarding the damaged components, I can confirm the following:

It is normal policy here that we do not accept liability for problems with components if we are not notified within 7 working days of delivery. And due to the fact that you did not notify us until after 15 working days of the delivery, the Customer Service Department followed procedure.

c) To: Mr Smith

From: s.boswell@job.co.uk

Subject: Order No. 34ED12QP

d) Yours sincerely,

Mrs Sally Boswell

Rugger Sales Director

Phone: 07995 348236

Email: s.boswell@job.co.uk

e) But as we view you as a valuable customer, and we have worked together for over five years, rest assured that I will sort out this issue as a matter of urgency. I have already spoken to the Production Director here and he will confirm tomorrow when we can send the replacement components to you. I will update you about the situation with the components by the end of tomorrow at the latest.

Could you please confirm if this is adequate? I do hope that this situation has not damaged your confidence in working with us.

Once again, please accept our apologies for any inconvenience caused.

If you have any questions, do not hesitate to contact me by mobile on 07995 348236.

325. Расположите части делового электронного письма (email) в правильном порядке:

a) As you are aware, we have been a customer of your company for over 5 years. The damaged components are severely impacting our production at the moment. We have orders which we can not send because of this problem with the components.

Although, I appreciate that you are all very busy. I believe that I am entitled to an explanation why Peter Taylor has not answered my email, and is refusing to replace the components.

Unless this issue is resolved promptly, then unfortunately, we will be forced to take further action. I expect an email from yourself by 5pm today at the latest, to inform me how you are going to resolve this issue.

b) Dear Mrs. Boswell,

c) Yours sincerely,
Craig Smith
EGO Production Director
Email: craigsmith@ego.co.uk

d) To: Mrs. Boswell
From: craigsmith@ego.co.uk
Subject: Order No. 34ED12QP

e) I wish to draw your attention to an issue we have with a recent order from yourselves (ref no. 34ED12QP). Not only was the delivery four days later than agreed, but when we tried to use the components, we found that 40% of them were damaged and basically useless. As is normal, I spoke to your Customer Service Manager, Peter Taylor on this matter. I expected that you would replace the damaged components, but this has not been the case. When I last spoke to Peter, last week, he informed me that the components were undamaged when delivered to us and that it was our fault. To make matters worse, he has still not replied to an email I sent to him on Monday.

326. Расположите части делового электронного письма (email) в правильном порядке:

a) My name is Sue Jenkins and I am writing on behalf of Reef Technologies plc. We are pleased to announce that we are sponsoring a series of presentations on the future of renewable energy. The presentations are going to be performed by world-renowned experts in the field (for example Dr Josh Bartlett from MIT and Mrs Jennifer Woods from Clean Future inc.) and will consider future advances in the technology of renewable technology.

b) Yours faithfully,
Sue Jenkins
PR Manager
Phone: 07867 7433123
Email: s.jenkins@reeftech.com

c) To: Mr.Smith
From: s.jenkins@reeftech.com
Subject: Invitation

d) Dear Mr. Smith,

e) Due to your company having worked with Reef Technologies plc in the past, we would like to invite you to the event. The event will be held at the Randalls Conference Centre in Leeds between 3pm and 8pm on the 12 April 2017. If you require directions to the venue, please let me know. If you would like to attend, please confirm your attendance by replying to this email by the 18 March 2017. If you have any questions about the event, please do not hesitate to contact me by email (on sjenkins@reeftech.com) or by mobile/cell (on 07867 7433123).

I look forward to receiving your reply.

327. Расположите части делового электронного письма (email) в правильном порядке:

a) Yours sincerely,
Tom Berridge

b) Thank you for the invitation to the review meeting on the 12 July. Unfortunately, due to a prior commitment that I am unable to change, I will not be able to attend the meeting. If you need to contact me, please do not hesitate to do so on my mobile, 6902341899. I apologize for any inconvenience this may cause.

c) To: Mr. Smith
From: t.berridge@bus.co.uk
Subject: Re: Invitation

d) Dear Mr. Smith,

e) London Business Machines Ltd.
19, North Street, London
Phone: 6902341899.
Email: t.berridge@bus.co.uk

328. Расположите части делового электронного письма (email) в правильном порядке:

a) If you have any questions, please do not hesitate to contact me on my mobile, 1902341892. Allow me to apologize for any inconvenience this may cause.
I look forward to hearing from you.

b) With reference to the upcoming review meeting on Thursday the 9 September, I am afraid that due to personal reasons, I will not be able to attend.
Would you object if we postponed the meeting to next week? If this is appropriate, what day would be convenient for you?

c) To: Miss Garland
From: d.mitchell@work.co.uk
Subject: Review Meeting

d) Yours sincerely,
David Mitchell
Project Manager
London EC1 7DQ
Tel.: 1902341892.
Email: d.mitchell@work.co.uk

e) Dear Miss Garland,

329. Расположите части делового электронного письма (email) в правильном порядке:

a) I would like to take this opportunity to thank you for showing myself and my colleague around your factory on Monday. It was both a very informative and productive visit for both myself and my colleague. I really appreciate that you took time out of your busy work schedule to show us around and meet with us.

b) Dear Mr. Trotter,

c) Yours sincerely,
Eric Banner
Account Executive
Merlin Components plc
Email: e.banner@merlin.co.uk

d) It was a pleasure to meet with you and your staff. All of whom treated us with the utmost kindness and respect during the whole of our visit. If you could pass our thanks onto your staff, it would be very much appreciated.
Once again, thank you for the visit.

e) To: Mr. Trotter
From: e.banner@merlin.co.uk
Subject: Gratitude

330. Расположите части делового электронного письма (email) в правильном порядке:

a) Thank you for your enquiry about supplying our company with new photocopying equipment.
Unfortunately, we are currently not in need of replacing our existing photocopiers.
We recently entered a new 2 year contract with our existing photocopier provider.
You would be more than welcome to contact us again when our current contract is up for renewal.

b) To: Mr. Boxall
From: j.thompson@work.co.uk
Subject: Re: Enquiry

c) London WC1H 9BH
Phone: +0242 7433123
Fax: +0242 7433123
j.thompson@work.co.uk

d) Dear Mr Boxall,

e) Yours sincerely,
Jeff Thompson
Office Manager

331. Расположите части делового электронного письма (email) в правильном порядке:

a) We will be more than happy to consider you for any web development or redesign projects we have in the future.

If you require any further feedback, please do not hesitate to contact me by email on dmitchell@powersports.com or by phone on 01535 6547196.

b) Yours sincerely,
David Mitchell
Project Manager
London EC1 7DQ
Tel.: 01535 6547196
Email: dmitchell@powersports.com

c) Thank you for submitting a bid for the re-design of our website. After careful consideration of all the proposals we received for the contract, I regret to inform you that on this occasion your bid has been unsuccessful. We have decided to offer the contract to one of the other bidders. Although your proposal was very professional and well-thought out, we felt that the design didn't focus enough on the social media channels our company uses and it was a little over complicated and confusing to use.

d) To: Mrs Robinson
From: dmitchell@powersports.com
Subject: Design Project

e) Dear Mrs Robinson,

332. Расположите части делового электронного письма (email) в правильном порядке:

a) Dear Mr Beare,

b) To: Mr Beare
From: j.smith@work.co.uk
Subject: Re: Enquiry

c) Thank you for your enquiry of 21 May asking for the latest edition of our catalogue. We are pleased to enclose our latest brochure. We would also like to inform you that it is possible to make purchases online at abc.com. We look forward to welcoming you as our customer.

d) ABC Ltd.
City House, City Road,
London EC2 1PC
Telephone: +44 (0)21 236 6571
Fax: +44(0)21236 8592
Email: j.smith@work.co.uk

e) Yours sincerely,
John Smith

333. Расположите части делового электронного письма (email) в правильном порядке:

a) We write this letter to offer our sincere apologies for delayed delivery of your garments consignment (code no #AS4558). We are aware that you had specifically requested the delivery

of this consignment by November 20, 2012 for your holiday season opening day. There has been a problem with our delivery process for a while now and I assure you that we are taking all steps we can to change it. I would like to make an apology on behalf of my staff who made this mistake.

b) To: Ms Shaw

From: eve.samuels@buy.co.uk

Subject: Delivery; Code No. AS4558

c) Our company values its association with clients such as 'Ruby Fashion Store'. We are therefore, offering you a discount of 40% on the net price of consignment code #AS4558. In case you have any other feedback about our services, feel free to contact me on my personal number mentioned above.

We look forward to continuing our valued association with you. Thank you.

d) Sincerely,

Ms. Eve Samuels

Manager

Japonica Garments and Exports

London EC1 7DQ

Tel.: 01535 6547196

Email: eve.samuels@buy.co.uk

e) Dear Ms Shaw,

334. Расположите части делового электронного письма (email) в правильном порядке:

a) Dear Ms Write,

b) On behalf of the Board of Directors of the New Asia Assurance Financial Company, we confirm and welcome your participation at our annual conference/symposium at Kuala Lumpur, Malaysia. We are looking forward to your attendance at our conference/symposium as our Special Guest for the evening. The topic of our annual conference/symposium this year is "How to Make Money despite Global Recession and an Unstable Stock Market: Challenges in the New Era".

c) To: Ms Write

From: j.smith@hotmail.com

Subject: Invitation to the Conference

d) Sincerely yours,

Jane Smith

Conference Manager

New Asia Assurance Financial Company

Phone: 2234-29493

Email: j.smith@hotmail.com

e) Please find all the particulars regarding the symposium/conference noted below: Venue: Conference Hall 231, Green Diamond Building, Revenue Hall, Bloomington Square, Chicago, US-4837582. Date: 26th July, 2021. Total Attendance: 450 delegates in all. A total of 20 speakers will participate in this event. Duration of the Conference/Symposium: 8 hours. Timing: 9:00 am to 18:00 pm. Our event organizer Mr. Jeremy Smith will send you all the details via electronic mail over this weekend. Please contact us at 2234-29493 should you have any further enquiries.

335. Расположите части делового электронного письма (email) в правильном порядке:

a) Attached herewith, are the copies of the itinerary and details of your cruise accommodation. We are pleased to be part of your memorable vacation experience. If you need any more assistance, please feel free to contact me.

Yours sincerely,
Mary Barker
Travel Manager

b) To: Mr Austin
From: m.barker@travel.co.uk
Subject: Reservation Confirmation

c) TUI Travel Company
7 Stamford Street
London, SE1 9NT
Phone: + 44204577730433
Email: m.barker@travel.co.uk

d) Dear Mr Austin,

e) This is to confirm your reservations to a 5-day cruise for a family of 4, with two children for your vacation in Mexico. We are delighted that you have chosen our company to arrange your travel package. As you have requested, we made the necessary changes in the itinerary to include a restaurant and museum tour while you are walking about the city on the third day. However, we regret to inform you that we cannot carry out your request to leave by early morning since the only available scheduled bus will leave after lunchtime.

336. Расположите части делового электронного письма (email) в правильном порядке:

a) Planter House, Princess Street
London EC1 7DQ
Tel.: +44 (0)20 7 87457
Fax: +44 (0)20 7 87458
Email: l.lowe@sanlo.co.uk

b) To: John Merton
From: Email: l.lowe@sanlo.co.uk
Subject: Our ref. 180/MB

c) You were recommended to us by your trade association and I am writing on behalf of our principals in Canada, who are interested in importing chinaware from England. Could you send us your latest catalogue and price list, quoting your most competitive prices?

d) Dear Mr Merton,

e) Our principals are a large chain store in North America and will probably place substantial orders if the quality and prices of your products are suitable.

Many thanks,
Linda Lowe
Director
Sanders & Lowe Ltd

337. Расположите части делового электронного письма (email) в правильном порядке:

a) We are a chain of retailers based in Birmingham and are looking for a manufacturer who can supply us with a wide range of sweaters for the men s leisurewear market. We wereimpressed by the new designs displayed on your stand at the Hamburg Menswear Exhibition last month. As we usually place large orders, we would expect a quantity discount in addition to a 20% trade discount. Our terms of payment are normally 30-day bill of exchange, D/A.

b) To: Satex S.p.A
From: pcrane@lynch.co.uk
Subject: Sales
enquiry

c) Dear Sir/Madam,

d) If these conditions interest you. and you can meet orders of over 500 garments at one time, please send us your current catalogue and price list.

We hope to hear from you soon.

Peter Crane
Chief Buyer

e) F. Lynch & Co. Ltd
Nesson House, Newell Street, Birmingham B3 3EL
Telephone: +44 (0)21 236 6571
Fax: +44(0)21236 8592
Email: pcrane@lynch.co.uk

338. Расположите части делового электронного письма (email) в правильном порядке:

a) We will contact you again as soon as our testing is completed, or when the units you requested are available, whichever date is the earlier.

Diane Charcot (Mme)
Manager

b) To: Pedro Monteiro
From: d.charcot@dscharcot.co.be
Subject: Re: Enquiry

c) Dear Sr Monteiro,

d) D & S Charcot S.A.R.L.
place du 20 aout 79, B—4000, Liege
Tel: (+32)49-240886
Telecopie: (+32) 49-16592
Email: d.charcot@dscharcot.co.be

e) Thank you for your email. I regret to say that we are out of stock of K153 and K157 units, and do not expect another delivery until later this month. We are currently testing a consignment from Taiwan, but these do not have a Belgian Standards Institute stamp of approval and we would like to complete our tests before putting them on the market.

339. Расположите части делового электронного письма (email) в правильном порядке:

a) Daniele Causio
Sales Director
Satex S.p.A.

b) Dear Mr.Crane,

c) Thank you for the above order, which we are now making up. We have all the items in stock and will advise you about shipment in the next few days.

d) Via di Pietra Papa, 00146 Roma
Telefono: +39 06 769910
Telefax: +39 06 6815473
Email: causiod@satex.co.it

e) To: Peter Crane
From: causiod@satex.co.it
Subject: Your Order DR 4316

340. Расположите части делового электронного письма (email) в правильном порядке:

a) Best wishes,
Daniele Causio
Sales Director
Satex S.p.A.

b) Dear Mr Crane,

c) To: Peter Crane
From: Marco Bonetto
causiod@satex.co.it
Subject: Your Order DR 4316

d) We are pleased to tell you that the above order has been shipped on the SS Marconissa and should reach you in the next 10 days.
Meanwhile, our bank has forwarded the relevant documents and sight draft for £3,092.80, which includes the agreed trade and quantity discounts, to the Northminster Bank (City Branch) Birmingham. We are sure you will be very satisfied with the consignment and look forward to your next order.

e) Via di Pietra Papa, 00146 Roma
Telefono: +39 06 769910
Telefax: +39 06 6815473

Email: causiod@satex.co.it

341. Расположите части делового электронного письма (email) в правильном порядке:

a) They have agreed to pay by letter of credit, which we discussed on the phone last week and they would like delivery before the end of this month, which should be no problem as there are regular sailings from Liverpool. If the colours they have chosen are not in stock, they will accept an alternative provided the designs are those stipulated on the order.

b) Please send any further correspondence relating to shipment or payment direct to Mackenzie Bros, and let us have a copy of the commercial invoice when it is made up.

Many thanks,
Linda Lowe

c) Dear Mr.Merton,

d) Please find attached an order (R1432) from our principals, Mackenzie Bros Ltd, 1—5 Whale Drive, Dawson, Ontario, Canada. They have asked us to instruct you that the 60 sets of crockery ordered should be packed in 6 crates, 10 sets per crate, with each piece individually wrapped, and the crates marked clearly with their name, the words ‘fragile’ and ‘crockery’, and numbered 1-6.

e) To: John Merton
From: Mackenzie order
Subject: Order No. R1432

342. Расположите части делового электронного письма (email) в правильном порядке:

a) Dear Mr. Mackenzie,

b) Glaston Potteries Ltd
Clayfield, Burnley BB10 1RQ
Tel:+44 (0)1282 46125
Fax: +44(0)1282 63182
Email: j.merton@glaston.co.uk

c) To: Mr. Mackenzie
From: j.merton@glaston.co.uk
Subject: Order No. R1432

d) The above order has now been completed and sent to Liverpool Docks, where it is awaiting loading on to the SS Manitoba, which sails for Dawson, Canada on 16 July arriving 30 July. When we have the necessary documents we will transfer them to Burnley City Bank, your bank’s agents here, and they will forward them to the Canadian Union Trust Bank. We have taken particular care to see that the goods have been packed as per your instructions: the six crates have been marked with your name, and numbered 1-6. Each crate measures 6ft x 4ft x 3ft and weighs 5 cwt.

e) We managed to get all items from stock with the exception of Cat. No. G16, which is only available in red, but we included it in the consignment as it was of the design you asked for. If you

need any further information, please contact us. Thank you very much for your order. We look forward to hearing from you again soon.

John Merton
Sales Manager

343. Расположите части делового электронного письма (email) в правильном порядке:

a) Thank you for your order, No. HU 14449, which we received today. Unfortunately, we cannot offer the 35% trade discount you asked for. 25% is our maximum discount, even on large orders, as our prices are extremely competitive. Therefore, in this instance, I regret that we have to turn down your order.

b) Denis York
SP Wholesalers Manager

c) To: Eric van Gellen
From: d.york@spw.co.uk
Subject: Order HU 14449

d) King's Lynn, Norfolk
PE30 4SW
Tel.: +44 (0)1553 60841
Fax: +44 (0)1553 60923
Email: d.york@spw.co.uk

e) Dear Mr Eric van Gellen,

344. Расположите части делового электронного письма (email) в правильном порядке:

a) Richard Mackenzie
Sales Manager
richard.mac@gc.ca

b) Dear Mr Merton,

c) To: John Merton
From: Richard Mackenzie
Subject: Payment; packing

d) We usually ask you to wrap each piece of crockery individually and pack no more than ten sets into a crate to allow for easy and safe handling. This was not done with our last consignment and as a consequence there were breakages (see attached list). We would like either replacements to be included in our next shipment, or your credit note.

e) We have instructed our bank to arrange for a letter of credit for £6,158.92 to be paid against your pro forma invoice No. G1152/S. The proceeds will be credited to you as soon as Canadian Trust receive the documents.

345. Расположите части делового электронного письма (email) в правильном порядке:

a) I received a consignment of dressing tables, Cat. No. DT154, to the above order yesterday. However, the delivery consisted of six heavy mahogany-finished dressing tables instead of the light pine-finished units I asked for.

As I have firm orders for the design I asked for, I would be grateful if you could send my consignment as soon as possible, and collect the wrongly delivered goods.

b) Dear Mr Cliff,

c) To: Richard Cliff

From: Robert Hughes

Subject: Wrong delivery (order No 1695)

d) Planter House, Garden Street

London EC1 7DQ

Tel.: +88 (0)20 7 87457

Fax: +66 (0)20 7 87458

Email: r.hughes@work.co.uk

e) Thank you in advance.

Robert Hughes

Sales Manager

346. Расположите части делового электронного письма (email) в правильном порядке:

a) Richard Mackenzie

Sales Manager

richard.mac@gc.ca

b) Dear Mr. Merton,

c) To: John Merton

From: Richard Mackenzie

Subject: Terms of payment

d) If you require a reference, please contact either Mr. M. Pierson or Mr. J. Tane at our other suppliers, Pierson & Co, Louis Drive, Dawson, Ontario, who will be happy to vouch for us. Please confirm that these new terms are acceptable to you.

e) Our bank has advised us that the proceeds of our letter of credit against your invoice, No. G1197/S, have now been credited to your account. Although we have paid for some time on this basis, it does not really suit our accounting system, and as we feel you know us well enough by now, we would like to make future payments on quarterly statements by international banker's draft.

347. Расположите части делового электронного письма (email) в правильном порядке:

a) John Merton

Sales Manager

b) Dear Mr. Mackenzie,

c) To: Richard Mackenzie

From: j.merton@glaston.co.uk

Subject: RE: Terms of payment

d) Thank you for your email of 9 February in which you asked to change your terms of payment to settlement by banker's draft on quarterly statements. We are taking up the reference you offered, and provided it is satisfactory, you can consider the new arrangement effective from your next order.

e) Glaston Potteries Ltd

Clayfield, Burnley BB10 1RQ

Tel:+44 (0)1282 46125

Fax:+44 (0)1282 63182

Email: j.merton@glaston.co.uk

348. Расположите части делового электронного письма (email) в правильном порядке:

a) Panton Manufacturing Ltd

Tel:+44 (0)20 8353 0125

Fax: +44 (0)20 8353 6783

Email: d.panton@panman.co.uk

b) The above order is now on board the Leda, sailing for Copenhagen tomorrow, arriving Thursday. As there was no time to check references, we drew a sight draft for the total amount of £4,150 (four thousand, one hundred and fifty pounds sterling). This was sent to Nordbank, Games, Copenhagen, and will be presented to you with the documents for payment. If you can supply two business references before your next order, we will put the transaction on a documents against acceptance basis with payment 40 days after sight.

c) To: Jan Lindquist

From: d.panton@panman.co.uk

Subject: Advice Order No.8540

d) Dear Mr Lindquist,

e) Best wishes,

Donald Panton

Managing Director

349. Расположите части делового электронного письма (email) в правильном порядке:

a) N.Z. Business Machines Pty

100, South Street, Wellington

Phone: +64 4 8617

Fax: +64 4 3186

Email: m.tanner@nzbm.co.nz

b) We are placing the attached order for 12 (twelve) C3001 computers, your Catalogue No. 548. We have instructed our bank, New Zealand Bank. Takapuna St. Wellington, to open an irrevocable letter of credit for £22,000.00 (twenty two thousand pounds sterling) to cover the consignment, shipment (CIF Wellington), and bank charges. The credit is valid until 10 June 2020.

You will receive confirmation from our bank's agents. Eastland Bank Ltd, 401 Aidgate, London, EC1 2DN, and you can draw on them at 60 (sixty) days for the full amount of the invoice. When submitting your draft, please enclose the following documents.

Bill of Lading (3 copies)

Invoice CIF Wellington (2 copies)

AR Insurance Policy for £24,000.00 (twenty four thousand pounds sterling)

c) To: James Millar

From: m.tanner@nzbm.co.nz

Subject: Official order 8851

d) Please fax or email us as soon as you have arranged shipment.

Michael Tanner

Export Manager

e) Dear Mr. Millar,

350. Расположите части делового электронного письма (email) в правильном порядке:

a) Dear Mr. Tanner,

b) To: Michael Tanner

From: smithn@delta.com

Subject: Shipment of your order No.8815

c) Neil Smith

Senior Shipping Clerk

d) The above order has been shipped clean aboard the Northern Cross, due in Wellington 12 June. The shipping documents have been passed to the Eastland Bank, London, and will be forwarded to the New Zealand Bank, Wellington, who will advise you. As agreed we have drawn on the Eastland Bank at sixty days after sight for the net amount of £23,100.00 (twenty three thousand, one hundred pounds sterling) which includes the bank's discount, commission, and charges.

e) Delta Computers Ltd

Wellingborough, NN84HB, UK

Tel.: +44 (0)1933 16431/2/3/4

Fax: +44 (0)1933 20016

Email: smithn@delta.com