

Dialogue Example

A. Hi! Good days! I'm calling from Moon Company. This is Marry. Who am i speaking with?

B. Hello! Goodafternoon. My name is Selçuk. and you called Star Company

A. I'm operation executive from foreign trade department, and i will manage all import process which related with purchase from your company.

B. Very good! Nice to meet you. I'm export responsible and I will be answerer of you in this process. Yes, there is an order from your company.

A. Yes! Could you please send me a proforma invoice including quotation about this order?

B. Ofcourse! I'm dealing with this. The proforma invoice will include not only quotation but also payment method and delivery term.

A. What is the agreed payment method?

B. The payment method is "Irrevocable, Transfarable Letter of Credit"

A. Yes, true! I think agreed incoterm is CIF. Am i true?

B. Exactly! You are right.

A. What is the quantitiy of products and packaging will be prepared?

B. Totaly 200 pieces of products will be produced and will pack to 20 pieces of wooden pallet.

A. Good. Well, Please don't forget to specify delivery date of products.

B. Yes, Now, it is estemated 25 days. However we will specify it as one month in proforma invoice.

A. Finally, could you please inform 2 year quality warranty of your products in this offer?

B. Sure! 2 year warranty for all factroy defectives for this products.

A. Ok. Thank you so much. I'm waiting your e-mail.

B. Thank you too. I will send proforma invoice via e-mail asap.

A. Bye.

B. Good Bye.