

4

PLACING ORDERS

AIM

Placing orders with and without official order forms.

Redways Company Ltd

Unit 61, New Kowloon Industrial Estate,
Kowloon, Hong Kong

To: Manhattan-Windsor
Steward Street
Birmingham B18 7AF

Purchase Order
No: 4462M
Date: 10 June 1984

Quantity	Description	Unit	Total
200	large Cat *paperweights	£1.75	350.00
100	large Bird paperweights	£1.75	175.00
300	small Rabbit paperweights	£1.00	300.00
Total:			£825.00

Delivery Date Required:	*Terms	For Redways Company Limited
10 August 1984	30 days from receipt	H. Walters

A**Redways Company Ltd**

Unit 61, New Kowloon Industrial Estate,
Kowloon, Hong Kong

Manhattan-Windsor
Steward Street
Birmingham
England B18 7AF

Your ref: MH/JW
Our ref: HJ/MD

10 June 1984

Dear Sirs,

Purchase Order No. 4462M

Thank you for your letter of 1 June, enclosing your catalogue, price-list and samples of paperweights.

We have tested the samples and are pleased with their quality.

We enclose our official purchase order and will open an *irrevocable Letter of Credit as soon as we receive your *pro forma invoice.

Yours faithfully

Hugh Jones
HUGH JONES
Marketing Manager

Enc: 1

THE LETTERS

*With an official
purchase order

- 1 What does 'their' in paragraph 2 refer to? (K)
- 2 What does 'irrevocable' (paragraph 3) mean? (K)
- 3 What does 'pro forma invoice' mean? (K)
- 4 How will Redways pay for the paperweights? (K)

Without an official purchase order

- 1 What does 'your' (paragraph 2) refer to? (K)
- 2 What does 'Cat. Ref.' mean? (K)
- 3 How will Redways pay? (K)

Redways Company Ltd
Unit 61, New Kowloon Industrial Estate,
Kowloon, Hong Kong

Manhattan-Windsor
Steward Street
Birmingham
England B18 7AF

Your ref:
Our ref: HJ/ND
10 June 1984

Dear Sirs

Purchase Order No. 4462M

Thank you for your letter of 1 June.

We have examined your samples and would like to place the following order:

200 large 'Cat' paperweights (Red) Cat.Ref.B 1613
100 large 'Bird' paperweights (Blue) Cat.Ref.B 1617
300 small 'Rabbit' paperweights (Blue) Cat.Ref.B 1621

We shall pay for the goods by *banker's draft on receipt of your pro forma invoice.

Yours faithfully

Hugh Jones
HUGH JONES
Marketing Manager

LANGUAGE FOCUS**1 Ordering/Placing orders**

We would like to } place the following order: ...
We are pleased to }

We enclose our (your) official order form/purchase order ...

2 Describing payment methods (conditional)

We will (shall) pay for the goods by ... (banker's draft) *on receipt of ...
(documents)

Note: *shall* is much more formal.

We will (shall) ... (open a letter of credit) as soon as we receive ... (your pro forma invoice).

4

Grammar note:

Look at these sentences, taken from the letters:

We *have tested* the samples . . .

We *have examined* your samples . . .

We use *have* (or *has*) + past participle for an action completed at an indefinite (not fixed) time in the past. This is the **present perfect** tense. Now look at these sentences:

We *tested* it *last Thursday*.

We *examined* it on *10 March*.

Here we use the simple past tense with a definite time.

PRACTICE EXERCISES

1 Place the following orders:

- a) 300 Z 500 beds (Cat. Ref. 16732H)
- 120 LD chairs (Cat. Ref. 17894D) (K)
- b) 7500 5cm No. 6 wood screws (Ref. 16/WL16)
- c) 1600 packets of XLM staples (Cat. Ref. 17298M)
- d) 25 Xerox photocopiers (Your Ref. M16Z)
- e) 1750 metal desks Type FP 22

2 Describe methods of payment and conditions:

	Method of payment	Condition
a)	Letter of Credit	receipt of pro forma invoice within 30 days from date of delivery
b)	Sterling cheque	
c)	Banker's draft	receipt of Shipping Documents
d)	Banker's transfer	receipt of pro forma invoice
e)	Irrevocable Letter of Credit	receipt of pro forma invoice

(K)
(K)

LETTER WRITING PRACTICE

1 Complete this order. (K)

K. de Silva Ltd, Unit 16, Mel Trading Estate,
Colombo, Sri Lanka

Halls Ltd
16 Highton Way
Liverpool 12
England

Your ref:
(1): KS/WN
19 December (2)....

Dear (3)....

Thank (4) of 1 June and the
enclosed catalogue.

We have studied your catalogue very carefully and (5)
..... order:-

1500	XL	watches	Cat.(6)....	M1626
1000	ZM8	wall clocks	Cat.(7)....	M1626

We will (8) by banker's (9)
within 20 days (10)

Yours (11)

K de Silva

K de SILVA
Purchasing Manager

- Write a letter from A J Wadekar of 212 Shastri Street, Bombay, India to H Priston plc of 88 West Road, Norwich, Norfolk. Thank for a catalogue, enclose an official order form, state condition of payment (irrevocable Letter of Credit opened on receipt of pro forma invoice), request delivery within two months. (K)
- Write a letter from Redways Company Ltd to H Priston Ltd (addresses are in earlier parts of the unit), and order 70 M63 tractors and 21 M92 ploughs. Payment – banker's draft within 21 days of delivery.
- Write a letter to a *mail order firm in England ordering three different sets of English language textbooks for your class. (Use your own address and an invented one for the mail order firm.) *
- Write a letter to a British company ordering your favourite car. Choose your method of payment.

Pair work

- Write one page of a catalogue with about six different items on it.
- Take your partner's catalogue and write a letter to him/her ordering the two most interesting items on it.

5

DEALING WITH ORDERS

AIM

- *Dealing with orders:
- *Acknowledging and
- *advising of *despatch.

A

Manhattan-Windsor
 STEWARD ST., BIRMINGHAM B18 7AF

Redways Ltd
 Unit 161
 New Kowloon Industrial Estate
 Kowloon
 Hong Kong

Your ref: HJ/MD
 Our ref: MH/JW

14 June 1984

Dear Sirs

Purchase Order No. 4462M

We are pleased to acknowledge your order of
 10 June for:

200 large Cat paperweights
 100 large Bird paperweights
 300 small Rabbit paperweights

We enclose our pro forma invoice as requested.
 The goods will be despatched by air on receipt
 of your banker's draft.

Yours faithfully

Mary Hardy
 MARY HARDY
 Sales Manager

Enc: 1

THE LETTERSAcknowledging letters

- 1 Who sent order no. 4462M? (K)
- 2 Who requested the invoice? (K)
- 3 When will the goods be sent? (K)
- 4 What is enclosed? (K)

Advising of despatch

- 1 How will the order be sent to Hong Kong? (K)
- 2 Who does 'you' (paragraph 3) refer to? (K)
- 3 What are the enclosures? (K)

Manhattan-Windsor
 STEWARD ST., BIRMINGHAM B18 7AF

Redways Ltd
 Unit 161
 New Kowloon Industrial Estate
 Kowloon
 Hong Kong

Your ref: HJ/MD
 Our ref: MH/JW

28 June 1984

Dear Sirs

Purchase Order No. 4462M

We are pleased to advise you of the despatch of your order No. 4462M, which was collected today for transport by British Caledonian Airways to Hong Kong.

The ***air way-bill, *insurance certificate and invoice for *freight charges and insurance** are enclosed.

We look forward to receiving further orders from you in the future.

Yours faithfully
Mary Hardy
 MARY HARDY
 Sales Manager

Enc: 3

LANGUAGE FOCUS

1 Acknowledging orders

We are pleased to acknowledge ... (your order) ...

Note: Where no action is described in your own letter, add *which is receiving attention*.

We are pleased to acknowledge your letter/order of 10 July which is receiving attention.

2 Advising of despatch

We are pleased to advise } you of the despatch of your order ...
 that your order ... was despatched ...

Note:

as requested (in letter A) = as you requested, which you asked for.