

AIM

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

**A****THE LETTERS**

Manhattan-Windsor
 STEWARD ST., BIRMINGHAM B18 7AF

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

Redways Ltd
 Unit 161
 New Kowloon Industrial Estate
 Kowloon
 Hong Kong

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

Acknowledging 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)