

Offer Letter

Active Vocabulary

(listen and learn the words)

Inquiry – запит	The Supplier – постачальник
Goods – товари	Price-list – прейскурант
Availability of goods - наявність товарів	Typical Contract – типовий договір
Delivery dates – строки поставки	Packing – упаковка
Terms and discounts – умови та знижки	Transportation costs – транспортні затрати
Method of transportation – засіб транспортування	Terms of payment – умови оплати
Insurance – страхування	To place an order – робити замовлення
Prices of goods – ціни на товари	Order form – бланк замовлення
Catalogues – каталоги	Quantity – кількість
Samples of goods – зразки товарів	The Seller – продавець
To give full details – викласти суть питання	The Supplier – постачальник
Offer – пропозиція	Order acknowledgement – підтвердження замовлення
	To refuse the order – відмовлятися від замовлення

Task 1. Read and translate the offer letter and put the missing parts

I look forward to hearing from you.	Dear Mr. North.
November 11, 2020	Thank you very much for your enquiry.
I enclose a detailed quotation, specifications and delivery terms.	

Mr. Fred North

Purchasing Manager

Broadway Autos

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3 _____ We are of course very familiar with your range of vehicles and are pleased to inform you that we have a new line of batteries that fit your specifications exactly.

The most suitable of our products for your requirements is the Artemis 66A Plus. This product combines economy, high power output and quick charging time and is now in stock.

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As you will see from this, our prices are very competitive. I have arranged for our agent Mr. Martin of Fillmore S.A. to deliver five of these batteries to you next week, so that you can carry out the laboratory tests. Our own laboratory reports, enclosed with this letter, show that our new Artemis 66A Plus performs as well as any of our competitor's product and, in some respects, outperforms them.

If you would like further information, please telephone or telex me: my extension number is 776. Or you may prefer to contact Mr. John Martin of Fillmore S.A.: his telephone number is 01 77 99 02.

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Your sincerely,

Fred Stock