

# PLACE ORDER LETTER

## CHOOSE THE CORRECT ANSWER!

1. Another name of placing order letter is ....

a. Request letter

b. Sales Letter

c. Purchase Letter

2. Who writes the placing order letter?

a. The seller

b. The buyer

c. the writer

3. Why do we write a placing order letter?

a. to find information about the products

b. to sell products

c. to order products

4. Information that should be included in placing order letter is.... EXCEPT

a. The catalog of the product

b. The methods of payment

c. The methods of delivery

5. Product information that should be included in placing order letter is ... EXCEPT

a. Size

b. Discount

c. Unit price

6. What is written on the opening paragraph of a placing order letter?

a. Gratitude for fast delivery

b. Making order for certain products

c. The delivery address

7. What is pro forma invoice?

a. Total price the customers must pay

b. discount given by the seller

c. bill of sale sent to buyer

8. What encloses in a placing order letter?

a. Pro forma invoice

b. Catalog of product

c. Price list

9. The following is information relating to shipping method in placing order letter.....EXCEPT

a. Mode of shipping

b. Desired shipping location

Weight of the product

10. The following is written in Pro forma Invoice .... EXCEPT

a. Shipment information

b. Address of billing receiver

c. Payment method