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

LIVEWORKSHEETS