



Complete the sentences with words from the list.

Catalogue Dispatched give quote rush
invoice overnight payment place

1. Are you ready to _____ your order today?
2. Are you planning to pay by transfer or credit card, or would you like to have a monthly _____ plan?
3. OK, sir, the goods are in stock and can be _____ straight away.
4. If it's urgent, we can send it as a _____ order to make sure you receive it by Thursday. Would you prefer that?
5. Can you _____ me the item number from the _____, please?
6. Let me check and call you back in one hour with a _____ on the price.
7. We'll enclose the _____ with the goods.
8. We can send the goods by _____ delivery so that you'll get them the next day.

