

COMPLETE THE SENTENCES WITH THESE WORDS.

payment

appreciate

enclosing

promptly

forward

receipt

goods

shipment

accept

order

- 1) We are hopeful that this \_\_\_\_\_ will be processed urgently.
- 2) We normally effect \_\_\_\_\_ by letter of credit.
- 3) We require these \_\_\_\_\_ most urgently.
- 4) Unfortunately we cannot \_\_\_\_\_ your delivery terms.
- 5) Please confirm the \_\_\_\_\_ of this order.
- 6) We look \_\_\_\_\_ to receiving your order.
- 7) Any orders you place with us will be processed \_\_\_\_\_.
- 8) We have pleasure in \_\_\_\_\_ a copy of our latest brochure.
- 9) After receiving your order, immediate \_\_\_\_\_ is guaranteed.
- 10) I would \_\_\_\_\_ an interview with you to discuss the details.