

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.