

Invoice	Types	parameters	hearing
order	pieces	catalogue	representative
person	payment	discount	times
selection	enclosing	convenient	

Dear Mrs. Johnson

Thank you for your email of September 20 inquiring about our makeup products.

I am 1 _____ our current 2 _____ and the price list. In the catalogue you can find more information about the wide 3 _____ of our garden tools with all technical 4 _____

We are pleased to offer a 10% 5 _____ for you as our first-time costumer.

In the attached form inform us about the 6 _____ of tools you are interested in and how many 7 _____ you will require . our usual delivery 8 _____ are two weeks from the date of your 9 _____

we will charge you by 10 _____ and we expect your payment within one week after you receive the goods.

I would like to suggest that our 11 _____ visits you and discuss all the details in 12 _____ please, let me know when would you be a 13 _____ time

we look forward to 14 _____ from you soon.

yours sincerely,

Stacey Smith
Sales manager