



## Choose the correct verbs to complete the sentences.

1. If you give us / 'll give us a discount of 5%, we 'll place / place a firm order.
2. Will you deliver / Do you deliver by November if we pay / 'll pay the transport costs?
3. If you will lower / lower your price 5%, we buy / 'll buy at least 4,000 units.
4. Would / Does it help you if we sent / are sending the goods by air?
5. If you aren't improving / don't improve your delivery times, we 'll have / had to find a new supplier.
6. If we will join / joined an association of producer, we would get / will get a better price for our coffee.



## Read the conversation and choose the correct option.

**Naoko** If I order 30,000 silk scarves, what discount will you offer us?

**Li** On 30,000, nothing. But if you buy 50,000 scarves, then we will offer you 10%.

**Naoko** OK, I'll think about that. And tell me, if we placed a very large order, say 80,000 units, would you be able to despatch immediately?

**Li** We can normally guarantee to despatch a large order within three weeks. But if you order at a peak time, like just before Chinese New Year, it will be impossible to deliver that quickly.

**Naoko** I take it your price includes insurance?

**Li** Actually, no. Usually, you'd be responsible for that. But if the order was really large, that would be negotiable, I'm sure.

**Naoko** What about payment?

**Li** To be honest, we'd prefer cash on delivery, as this is our first contact with you. If you were a regular customer, we would offer you 30 days' credit, maybe even a little bit more.

**Naoko** That's all right. I quite understand.

**Li** Look, how about having some lunch now, and continuing later this afternoon? Then we could meet for an evening meal. I know an excellent restaurant in Wanchai.

**Naoko** Yes, let's continue after lunch. If I had more time, I would love to have dinner with you, but unfortunately my flight for Tokyo leaves at eight tonight, and I to be at the airport by six.



**FINE & FLOW**

[www.fineandflow.com](http://www.fineandflow.com)

 **LIVEWORKSHEETS**