EXERCISE 3

FROM THE TEXT BOOK: BUSINESS ADMINISTRATION AND FINANCE

To: pandgaccountingservices.nett
From: rileys.co.nett
Subject: Quote

Dear Mr Preston,
Thank you for your enquiry regarding pricing information. Here is our quote:

Item	Quantity	Price per unit	Price
4-drawer filing cabinet	10	£101.79	£1,017.90
Projector	5	£545.00	£2,725.00
Shredder	3	£177.22	£531.66
Black-and-white photocopier	4	£5,460.00	£21,840.00
Mobile Pedestal	5	£140.00	£700.00
		Subtotal	£26,814.56
		VAT 20%	£5,362.91
		Total	**£32,177.47**

Quote date:
4th August, 2023
Delivery date:
16th August, 2023

As you are a new customer, we would like to make you a special offer. If you confirm this order within five days, we will give you a discount of 15% on the order.
Yours sincerely,
Max Grey
Director of Sales Department
Riley's Office Equipment



Read the e-mail. Answer the questions. Type the answers.

1. Who would like to order the equipment?
2. Has he ordered equipment from this company in the past?
3. How many filing cabinets does he need?
4. How much does one shredder cost?
5. What type of photocopiers does he need?
6. What special offer will he get if he places his order before 9th August?

LIVEWORKSHEETS