

Unit 6

1. Thank you for letting us know that two trucks will be setting off half a day early.
2. Other components are bought to stock and assembled in the factory.
3. I assure our customers that there will be no interruption to supplies, as we have sufficient stock.
4. We would appreciate if you could quote us your best CIF price.
5. We must know the results of laboratory tests before we place/placing a firm order.
6. New customers usually pay by confirmed irrevocable letter of credit.
7. They have offered special introductory prices of eavesdropping devices while stocks last.
8. We are very familiar with your range of products that fit our specifications exactly.
9. Our product outperforms similar products of our competitors in some respects.
10. Bill Gates announced a new exhibit at a forthcoming trade fair yesterday.

1. We have debited your American Express card for \$50 which will be deducted from your purchase.
2. We apologize for any inconvenience caused by this hold-up.
3. FAS includes transportation costs (freight carriage) to a named port of shipment.
4. Who will pay for loading, insurance and onward shipment?
5. We submitted a tender in accordance with their instructions, but it arrived after the deadline.
6. The goods will be delivered only after receiving cash with order.
7. Prices will go up if the exchange rate changes.
8. At four o'clock we'll still be unloading the goods.
9. As you appear to have been overcharged, we will credit your account with \$300.
10. Our sales rep will visit you with samples and will give a demo.