

FAX – seminar work

You are the Sales Director of Novex computer Solutions. Your company supplies computers. Your address is 34 Salisbury Road, Milton Keynes, London EC4 5AD. Your partner, Easilife Office Furniture, sells office furniture.

You have received an e-mail from your partner, asking for a quotation for some specific products (for example: 8 computers + 4 printers + 2 scanners). You have also been asked if you can supply a printer with a built-in scanner and fax.

Write a fax to Easilife. Give them a quotation. State your terms of sale: price, any discount (e.g. prompt payment), delivery time. Deal with the other questions in Easilife's e-mail.