

ORDERS

An example order letter could look like this

1. Reference to the order (if required)
2. The order itself:
Details of goods or services, prices & discounts, delivery, payment, instructions
3. Polite ending

Aeronautical Precision Ltd
20 Flood Street
Pumpstone
PS21 3UT
United Kingdom
Tel: +44 (0)185 6793232
Fax: +44 (0)185 6797765
E-mail: info@aeronautical-precision.co.uk
http://www.aeronautical-precision.co.uk

22 May 2009

International Bolts GmbH
 Schraubenweg 3
 38907 Schraubenhausen
 Germany

Dear Mr Gewinde

Order for Bolts

1. Reference to the order

We have studied the catalogue and export price list sent to us on 15 May 2009 and now wish to order as follows:

Quantity	Description	Article No.	List Price	Total
10,000	Hexagonal bolts M8	67551	€25.00	€2,500.00
5,000	Hexagonal bolts M6	67549	€22.00	€2,200.00
			Sub-total	€4,800.00

Insurance: Warehouse to warehouse, to be taken out by you.

Shipment: 24 Logistics Freight Forwarder.

Delivery: Franco to our premises, within 10 days after receipt of order.

Packing: See enclosed packing instructions.

Payment: On receipt of invoice by transfer to your a / c at International Bank, Frankfurt.

2. Detailed order

We look forward to receiving your confirmation of order and advice of despatch.

Yours sincerely

3. Polite ending

Aeronautical Precision Ltd
Thomas Plane
 Thomas Plane (Mr)
 Director of Purchasing

Encl: Packing Instructions