

## Quotation letter sample

Dear Sirs,

We thank you for your enquiry of 30th November and enclose our quotation for plastic curtain material.

We have made a good selection of patterns and sent them to you today by parcel post. Their fine quality, attractive designs and the reasonable prices at which we offer them will, we hope, convince you that these materials are really good value. There is a heavy demand for them for house furnishing from other parts of the country, which we find difficult to meet, but provided we receive your order within the next ten days, we make you a firm offer for delivery by the middle of January at the prices quoted.

On orders for one hundred pieces or more we allow a special discount of 5% for payment within seven days from the date of invoice and look forward to receiving your order.

Sincerely Yours,

Brian Cole

## Offer letter (to exporter)

Dear Sirs

We learn from your high commissioner in London that you are looking for new ideas in toys and we feel we may be able to help you.

We have recently bought on very favorable terms the entire bankrupt stock of plastic toys of the company whose catalog is enclosed, and are therefore able to offer a wide range of this company's toys at very low prices. Most of the items listed are in stock and we are prepared to offer them to you at the special discount rate of 60% off catalog prices on orders received by the end of this month for items in stock.

We think you will also be interested in our own catalog of mechanical toys and enclose a copy. From the prices listed we would allow you a special discount of 10% over and above our normal trade discount of 30%. We would, however, stress that these special terms, like those for unsold stock of plastic toys, are open only until 30th June. For all orders received after that date prices will be 10% higher than those we are now offering. All prices stated are for delivery c.i.f.. Our settlement terms are 2% per month.

Both the catalogs we are sending you include a number of novel toys with which we feel sure you would be delighted and we should be very glad to welcome you as one of our customers. We therefore look forward to receiving the first order from you.

Yours faithfully

Thomas Lunderson