

**Inquiries**

(Ano6toλfas)

Napa-
Animms

Grosby – Turner Ltd.,
110 Hedge Park,
Willowhampton.
2nd April, 200_.

S.T. Woollen Co. Ltd.,
Victoria Street,
London, E.C. 2.

Dear Sirs,

We have an export inquiry for grey gabardine qualities and would ask you to let us have patterns of materials of which you have at least 6 or 8 pieces* in stock.

We trust that you will make an effort to submit an offer at your most favourable terms for big quantities.

Yours faithfully,
Grosby – Turner Ltd.

Michael Williamson

NW/WH

* A piece is 45 to 50 yards.

n Dear Mr Smith / Dear John

Yours sincerely,
Kind regards,
Regard,
Sincerely, ...

Kind regards,
Best regards,

LB

Reply

(Anagronas)

(naparimus)

S.T. Wollen Co., Ltd.
Victoria Street,
London, E.C. 2.
14th April, 200_.

Ref. DM/KS/B
Grosby, Turner Ltd.,
110 Hedge Park,
Willowhampton

Dear Sirs,

We acknowledge with thanks the receipt of your letter of 2nd April and have pleasure in enclosing our patterns of grey gabardine. We hope they will meet with your approval.

On the attached price list we have given our very lowest quotations; for orders of 2 pieces and more we shall allow you a special discount of 3%.

All qualities can at present be supplied from stock, but in view of the great demand we would advise you to send us your order without delay.

Yours faithfully,
S.T. Woolen Co. Ltd.



D. Moore
Sales Manager

Inquiries

Please (kindly) send us We shall (should) be pleased (grateful, obliged) if you will (would) send us We shall be glad to receive	your price list (catalogue, patterns, samples, range) of ... with your lowest prices.
We have an inquiry for ... We are requiring ... We are interested in ... We are in the market for ... We have seen your advertisement in ... We have seen your stand at the Trade Fair	and would ask you to send us (and would be obliged if you would send us) your price list (etc.) with your best terms.
Please offer qualities (articles, goods) Please send us samples (patterns) of ... We are only interested in goods	which you can supply from stock (for prompt delivery, for delivery Jan. / Feb., etc.) which can be shipped within 2 weeks from receipt of order
We should be grateful if you would quote (Please quote)	f.o.b. London (c.i.f. New York, f.a.s. Liverpool).
If your prices (terms, qualities) are satisfactory (competitive, attractive)	we shall (may) send you (place) an order (a trial order, a substantial order, regular orders).
We shall supply (give, submit) the usual trade references (bank and trade references, first class references) with our order (if we place an order).	
Your immediate attention will oblige	
We are awaiting your reply	as soon as possible (by return, by air mail).
An early reply will oblige	