**PLACING ORDERS**

**1. You are Mohan Bhagat, Eureka Forbes, NOIDA. You have received the reply to your inquiry letter from Woddcutters Inc, dated 2rd March, 2015. You feel positive about the company’s terms and conditions. Write a letter placing order for the furniture that you have mentioned in the previous communication.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Eureka HouseGandhi Road, NOIDA -223344Phone – 9898989898, 011-223344 | email eurekaplusmail.gmail.com****2nd March 2015****The Sales Manager**3**/C, Woodcutter’s IncJanakpuri, Delhi 112233****Subject: Placing order for furniture****Madam,This is a follow-up of our previous communication, ref. no. 24/ERQ-2015. Thank you for your timely response and concern. We would like to place an immediate order for the following sets of furniture.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Code No.** | **Name of Article** | **Material** | **Quantity** |
| **2213** | **Conference Table** | **Wood** | **02** |
| **2276** | **Sofa** | **Steel & Wood** | **02** |
| **2233** | **Chairs** | **Wood** | **20** |

**As per our communication, we are sending a demand draft for Rs. 15,000 as advance payment. The rest of the money will be paid at the time of delivery. Kindly comply with our agreement statements. We hope to receive the purchase in three working days.****Yours trulyMohan Bhagat, Asst. Engineer.** |

####  HOMEWORK

**2. Write a letter to Steel House, Rawalpindi, Punjab, placing order for steel utensils for your new home at Rawalpindi, Punjab, Pakistan. You are Abu Malik, 343, Old Fort Road, Rawalpindi.**