

Order Letter Sample

Color World
15; New Market, Dhaka-1200

1st September 2012

Manager,
Sales Division
National Paints Co. Ltd.
20, Tongi, Gajipur.

Sub: Order for various paints.

Dear Sir,

Thank you for your quotation and the price list. We are glad to place our first order with you for the following items:

SL. No:	Description	Quantity	Weight	Unit price	Amount (Tk.)
1	Enamels paint	25 Tins	100 lbs	1000	25,000
2	Synthetic paint	20 Tins	200 lbs	2000	40,000
3	White paint	10 Tins	10 lbs	500	5,000

Since the above goods are required immediately as our stock is about to exhaust very soon. We request you to send the goods through your "Motor" van as the carriage inward is supposed to be borne by you.

We shall arrange payment within ten (10) days to comply with 5/10, Net 30 terms. Please send all commercial and financial documents along, with goods. We reserve the right to reject the goods if received late.

Yours faithfully,

Mohammed Tareq
Purchase Manager,
Color world

A letter to a business house placing an order on the basis of their catalogue.

Friends & Co

Sambalpur

27th August 2020

To

Dalmia Food Products

Industrial Area

Lucknow

Sub : Order for food products

Dear Sir,

Kindly arrange to send us by rail the following articles listed in your current catalogue:

Sl.no	Quantity	Item	Price
No.16	200g	Chilli Sauce	47/- per bottle
No.24	3 kg	Tomato Sauce	155/- per bottle
No.50	6 Tin	Pine Apple Juice	40/- per tin

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On receipt of the consignment, we shall remit the amount promptly.

Yours faithfully

Purchase Manager

Friends & Co.