

ORDER LETTERS

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*Order Letters

When ordering goods, care must be taken to state requirements clearly so that the seller will not be confused about the exact goods asked for. It should never be necessary for them to refer to former order or to write for further details. If goods are ordered from a catalogue or numbered list, the clearest indication that can be given is to quote the catalogue or list number.

The date when delivery is required should be stated, also the preferred method of transport-road, rail, sea, or air.

The goods may be required at the office address or at the

Remember that all relevant information should be given in an order letter. It is more business-like-and certainly it helps to prevent orders being misread-to tabulate the items required.

As a guide to the paragraphing of an order letter you should include:

- a. Reference to a source of information
- b. List of goods to be ordered
- c. Quantity, quality, price, catalogue number (if any)
- d. Details of delivery and payment
- e. An order number

The order letter is used to order goods in accordance with the amount which is required by company either by using official order form or not.

There are two ways in making order, they are:

1. Order without using official order form
2. Order by using official order form.

Order without using official order form can be done by only writing a letter with all details of orders by directly enclosed it in that letter. Thus, this letter functioned as an order letter, therefore the content must clear, brief and direct to the purpose.

While in great companies, generally, order is done by using official order form. Every time you want to make order, you can fill in the available columns.

An order form or often called a purchase order (PO) usually consists of these rows:

- No. (number)
- Description/ items
- Quantity
- Type
- Unit price
- Amount
- Delivery date
- Terms of payment

A. Opening Paragraph

- We have received your letter of(date) and should be glad if you would accept our order for the following goods.
- We are obliged to your quotation/letter of ...(date) and should be glad if you would accept our order for the following goods.
- We thank you for your letter of ... (date) and enclose our official order for the following goods.
- We have received your quotation of ... (date) and please send me the following goods as soon as possible.
- We have received your letter are satisfactory, please arrange to deliver the following goods as quickly as possible.

B. Describing Method of Payment

- We shall pay for the goods by bankers transfer on receipt of your pro-forma invoice.

Pro-forma invoice is invoice that give detail of goods being tend and it sent to the customer in advance of the goods themselves.

- We shall open a letter of credit as soon as we receive your pro-forma invoice
- We shall pay for the goods by banker's transfer within 20 days from the date of delivery.

C. Closing Paragraph

- We would be grateful for your prompt delivery as the goods are urgently needed.
- We look forward to receiving your advice of delivery by return
- Please kindly acknowledge this order and confirm that you will be able to deliver the goods by the end of this year.

Language Study

- We would like to
- We enclose
- We shall pay for the goods (for cheque)

Task / Exercise

- Write a letter to Nancy L. Miller of Sony Television Corporation Inc 234 Avenue Street, Portsmouth, Virginia 23002 from Henry L. Smith of Empire International service Inc 256 Green one Avenue, Baltimore, Maryland 21245. Thank for a catalogue, price-list and enclose an official order form No. 23 Dc for 40xz Sony Television Cat. Ref.34LA. State the payment by banker's transfer on receipt of pro-forma invoice and request delivery within two weeks.

* **INDONESIAN MODERN OFFICE EQUIPMENT LTD**
Jln. Samudra Raya No. 35B
Bandung 23001

Your ref: MP/DC/ 21
Our ref : AM/ L/ 2B

27th November, 2006

Mr. William C Parker
Marketing Manager
International Corporation Ltd
Jln. Rafflesia no. 23
Jakarta

Dear Mr. William,

Subject: Purchase Order No.365 T.

Thank you for your letter of 15 November, enclosing your catalogue, price-list, and terms of payment.

We have studied your catalogue very carefully and are very pleased with the quality of the typewriters you offered.

We enclose our purchase order and shall pay for the typewriters by banker's transfer on receipt of your pro-forma invoice

Yours Sincerely,

Alan P. Mardinata
Salles Manager

Example of order letter

* **INDONESIAN MODERN OFFICE EQUIPMENT LTD**
Jln. Samudera Raya No. 35B
Bandung 23001

Purchase Order

No.356T

To. International Corporation Ltd.

Jln. Rafflesia no.23

Jakarta

Date: 26thNovember,2006

QTY	Please Supply Item	Catalogue NO:	Price per unit \$/Rp	Total \$/Rp
100	Silver reed	254	250.00	25,000.00
150	Canon	126	200.00	30,000.00
50	IBM	232	300,00	15,000.00
100	Remington	305	150.00	15,000.00
		Total		85,000.00
Delivery date Required		Terms	for. Indonesian Modern Office Equipment	
10 December 2006		20 days from receipt		
Allan P. Martadinata				