

Unit 7

1. He asked whether we had received their consignment of paper.
2. She wanted to know whether the amount on the invoice corresponded with what we had ordered.
3. My partner told me that they were granting us credit for two weeks.
4. The sales department gives us a copy of each delivery note it sends to a customer.
5. It is hereby certified that this invoice shows the actual price of the goods described and that no other invoice has been issued.
6. They assessed the credit risk of the customer and set his credit limit.
7. I am thinking of using a debt collection agency for smaller debts.
8. If the bill is drawn at sight, you pay the amount of the bill in full when it is presented.
9. We regret to inform you that the above invoice contains a mistake.
10. Factors will purchase firm's unpaid invoices, paying up about 75% of their nominal value.

1. Present the insurance policy in duplicate, covering marine and war risks up to buyer's warehouse.
2. In accordance with instructions received from The Barings Bank we hereby issue in your favour a Documentary Credit for \$1500.
3. State the name of the party, on which/whom the bills of exchange are to be drawn and whether they are to be at sight or of a particular tenor.
4. I am sending you a copy of an invoice in case you have lost or mislaid the original.
5. Settle the account by return, otherwise we will take up a legal action.
6. We will have to ask them for a postponement of the payment deadline.
7. Ask them to confirm in writing that they are willing to pay when circumstances permit.
8. They wanted to know which of the statements was this year's.
9. She said that their foreign customers had insured against damage or loss.
10. Ann called whether we would audit the next day.