

Business Letter For Placing An Order

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Order Letter

Dear Sir or Madam,

As per our discussions on _____ (date of meeting) we are pleased to place an order for 100 copies of Mastering Mathematics book by _____ (writer) for Class VII for the ICSE Board on the following terms and conditions:

The cost of each book will be Rs. _____ (inclusive of all taxes)

Payment terms will be a post-dated cheque for 50% advance with order.

This cheque will be cleared on the day of the deliver. The balance payment of 50% 7 days after delivery and after random inspection

Delivery will be done within 7 days from the order date

Delivery will be done at _____ (address of organization)

If the order is not delivered as per the above terms and conditions, the order stands cancelled

Please find enclosed chequenumber _____ dated _____ for Rs. _____ towards advance for the order.

Hoping to have a long business relationship with you.

Best regards,

(Name of signing authority)