

Letter Of Placing Order

Format:

Address Given

Date

Ref. No. _____

The Manager

Name of company

Address of company

Dear Sir/Madam

Subject: _____

Body of the letter

- Ref. to quotation dated
- List of requirement/items to be ordered
- Date on which delivery is required
- Mode of payment
- Items to be in good condition and as per requirement.

Yours faithfully

Name

Designation

Letter Of Placing Order Solved Question With Answers

Question 1.

You are Sakshi/Saksham, Hostel Warden, Radha Krishna Public School, Vrindavan, Uttar

Pradesh. Write a letter to the Sales Manager, Bharat Electronics and Domestic Appliances Ltd., New Delhi, placing an order for fans microwaves, ovens and geysers that you wish to purchase for the hostel. Also ask for discount permissible on the purchase.

Answer:

Radha Krishna Public School
Vrindavan
Uttar Pradesh XXXXX
18 May 20XX
The Sales Manager
Bharat Electronics and Domestic Appliances Ltd. New
Delhi 1100XX

Dear Sir

Subject: Placement of order for electronics We are happy to place the order for the following items. Kindly send the following items at the above. address through transport carefully.

Name of the Items	No. of Items	Brand
Fans	50	Bajaj
Microwaves	25	LG

Ovens 30 Philips

Geysers 25 Nova

All the items should be in good condition, well bound and packed properly. The items must be delivered by the end of the month of the issue of this letter. Any damage during transportation would be your responsibility. As in the past also, we have never been given any opportunity to complain and the goods have always reached as well on time, and in excellent condition as per our specifications. We do expect the same delivery this time as well. Kindly offer us a suitable discount as has been the practice all these years.

Yours faithfully
Saksham Hostel
Warden

Question 2.

Write a letter to Delhi Sports, Daryaganj, New Delhi, placing an order for sports articles like footballs, cricket balls, Tennis balls and cricket bats to be supplied to your school.

Sign as Ravi/Raveena, Sports Secretary.

Answer:

Happy Time Public School
Bhajan pura
New Delhi 1100XX
19 January 20XX
The Manager
Delhi Sports, Darya Ganj
New Delhi 1100XX

Dear Sir

Subject: Placement of sports goods

This has reference to the quotation dated 19 December 20XX. Kindly send the following items at the above address.

Name of the Items	No. of Items	Remarks
Football	10	Sparton

Cricket balls

10

Leather

Tennis balls

20

Vicky (brand)

Cricket bats

10

SS

All the items should be in good condition, well bound and packed properly and delivered within a week. The payment will be made by cash once the items reach us. Any damage during transportation would be your responsibility. Though in the past, you have never given us any opportunity to complain and – the goods have always reached us well on time, and in excellent condition as per our specifications, we do expect the same delivery this time as well.

Yours faithfully
Raveena (Secretary)

Question 3.

As head of the music department of your school, write a letter to Hyderabad Music House, placing an order for some music instruments like Sitar, Harmonium, Tabla, Tanpura and Guitar. You are Anvita/Anil of DIPS School, Rohini, New Delhi.

Answer:

DIPS School
Rohini New
Delhi 1100XX
20 January 20XX

The proprietor
Hyderabad Music House
New Delhi 1100XX

Dear Sir

Subject: Placement of order for musical instruments

This is to inform you that our school management has decided to place an order with your company for the supply of music instruments; the list is given below. The price quotation submitted by your agents has been approved and the institutional discount of 10 per cent offered by you has been accepted. Kindly make it convenient to send the delivery within 15 days. I am sure proper packing of the instruments will be taken care of and the responsibility of any damage caused during transportation, shall rest with you. I hope future repairs and maintenance of the pieces will be provided by you promptly and satisfactorily. The payment will be made through a crossed cheque to your agent just after the delivery.

List of Items	No; of pieces
Sitar	5

Harmonium	10
Tabla	4

Tanpura

6

Guitar

2

Yours faithfully

Anvita

Head of Dept (Music)

Question 4.

You are Neha Singh, computer incharge of DIPS. Your school wishes to buy 20 computers and computer accessories from Apple Inc., Nehru Place, New Delhi, Draft a letter placing order giving all the specifications of the product and its quality.

Answer:

DIPS

Rohini

New Delhi 1100XX

20 January 20XX The

proprietor Apple Inc.

126, Nehru Place

New Delhi 1100XX

Dear Sir

Subject: Placement of order for computers and their accessories

This is to inform you that our school management has decided to place an order with your company for the supply of computers and computer accessories. The list of items is given below. All the products should be genuine. The price quotation submitted by your agents has been approved and . the institutional discount of 10% offered by you has been accepted.

Kindly make it convenient to send the delivery within 15 days of the issue of this letter. I am sure proper packing of the computers will be taken care of and any responsibility for the

damage caused during transportation shall rest with you. I hope future repairs and maintenance of the items will also be provided by you promptly and satisfactorily. The payment will be made through a crossed cheque to your agent within a month of delivery.

List of Items	Apple Computer 16	Apple Headphones	Apple laptop	I-pad
No. of Items	25	15	20	18

Yours faithfully
Neha Singh

(Head of Computer Department)

Question 5.

You are Rakesh/Sonia of Cambridge Senior Secondary School, Noida. Write a letter to the Sales Manager, Orient Blackson, Noida, placing an order for some books for your school library.

Answer:

Cambridge Senior Secondary School
Noida
18 September 20XX
The Sales Manager
Orient Blackson
Noida

Dear Sir

Subject: Supply of books for the School Library

Please refer to your quotations and booklist dated 2 September 20XX. I am pleased to place an order for the following books for the current session.

Name	Class	Quantity
1. First Flight (English)	10	30

2. Footprints Without Feet	10	30
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3. The Story of My Life by Helen Keller 10 25

4. Diary of a Young Girl by Anne Frank 10 25

You are requested to send the above books as per the terms and conditions at the earliest. I do hope and expect the books will reach us in good condition, well-bound and packed properly, and the discounts offered in the past shall be applicable this year too.

Thanking you

Yours faithfully Rakesh

Question 6.

You are Ganesh/Raja, The Sports Secretary of your school. Write a letter to the Manager M/s Khanna & Sons, New Delhi, a leading firm in sports goods. Request the company to supply trade catalogues at the earliest.

Answer:

Don Bosco School

Kanpur

10 July 20XX

The Manager

M/s Khanna & Sons

C-55, Greater Kailash

New Delhi

Dear Sir

Subject: Trade Catalogue for Sports Goods.

We intend to buy sports material in bulk quantity for the Annual sports Day of our school, which is going to be held early next month. The date of the foundation day also coincides with our Annual Sports Day.

We are interested in hockey sticks and balls, goalkeeper's full kit, cricket bats and balls, footballs and volleyballs, table tennis racquets, etc.

Kindly send us the latest catalogue together with quotation for the above mentioned items. Kindly let us know the term of payment. Hope to receive the catalogue at the earliest for us to place the order for the sports goods well in advance.

Yours faithfully
Ganesh (Sports Secretary)

Question 7.

You are the Head of the Department of Mathematics in Jesus & Mary School, New Delhi. Write a letter to the Sales Manager, Cambridge University Press, New Delhi, requesting them, a list of Magazines, Newsletters and Journals of Mathematics to send to the head of the department. You are Dr. D.K. Singh.

Answer:

Department of Mathematics
Jesus & Mary School
New Delhi
24 June 20XX

The Sales Manger
Cambridge University Press
New Delhi

Dear Sir

Subject: Supply of Magazines, Newsletters and Journals of Mathematics. This is with reference to our telephonic conversation on 22 June 20XX, regarding sending me the above mentioned materials. The department of Mathematics is planning to hold regular seminars and workshops. In the past, these workshops and seminars were held at a very basic level but going forward we are planning to hold them at a large-scale level with more resource persons and participants. Therefore, we need to have those periodicals and magazines to cater to the needs of our students who have found them of immense value everytime you have supplied them during the workshops. I request you to send me the above mentioned materials with your quotation, terms and conditions at the earliest.

Yours faithfully
D.K. Singh
Head, Maths Dept.

Question 8.

You are store-in-charge in Charya Boys' Senior Secondary School, Kolkata. Write a letter to the Manager, Pioneer Traders & Co., Kolkata, placing an order of stationery articles for your school store. You are Naveen/Hasan.

Answer:

Charya Boys' Senior Secondary School
Kolkata 700XXX
20 May 20XX The
Manager
Pioneer Traders & Co.

Dear Sir

Subject: Supply of stationery articles. Please refer to our telephonic conversation three days back wherein we had discussed about the different stationery articles at your store. Last year and years before that we have been receiving the items from your company well on time and in good condition.

So we are happy to place the order of the following stationery articles for our school. List of articles	No. of items
White Paper (full scape size) (17" x 27")	10 reams

Stencil Paper

10 boxes

White Chalk Stick

12 gross

Carbon Paper (Black)

12 boxes

We would, therefore, request you to quote your rates for the supply of the above articles, including sales tax and other charges. The quotation may please be sent to us latest by 10th June.

Yours faithfully
Hasan Store—incharge

Question 9.

You are Rohan/Mohan Proprietor of M/S ABC surgicals, Naraina, New Delhi. Place an order for surgical instruments that you wish to purchase for your firm. Write a letter to the Manager, M/S GTB Surgical & CO., Preet Vihar to send items with discounts.

Answer:

M/S ABC Surgicals
Naraina New Delhi
14 July 20XX
The Manager
M/S GTB Surgical & Co
Preet Vihar New
Delhi

Dear Sir

Subject: Placing an order for surgical instruments.

Our company has always appreciated the quality of surgical instruments provided by your shop all these years and the current year is no exception. Not only is the quality good, but the delivery is always timely.

So we are pleased to place the order for the following surgical instruments. Kindly send these items to our firm at the above address through your transport carefully.

Name of the items	No. of items
Forceps	60
Clamps	50
Hemostat	50
Bonedrills	100

All the items should be in good condition and well packed. Any damage during transportation will be your responsibility. Kindly give us a suitable discount.

Yours faithfully Rohan

Question 10.

You are Nidhi/Rashmi. You are the Manager of New Age Computer Shoppe at Ganesh Nagar Delhi. Write a letter to the incharge of Enfotech, Preet Vihar, Delhi, placing an order for a few laptops like, Dell, HP, Lenovo, and ASUS for your shop.

Answer:

New Age Computer Shoppe
Ganesh Nagar
Delhi
24 April 20XX
The Incharge
Enfotech
Preet Vihar Delhi

Dear Sir

Subject: Placing an order for laptops. Please refer to your quotation dated 2 April 20XX along with item list. I am pleased to place an order for the following items as per terms and rates mentioned in the quotations. Need less to say that all the ordered items reach to us in a good condition. Any damage during transportation will be your responsibility. Although, with an association such as ours which is more than a decade, we have not had any grounds to complain about any of the goods in terms of quality or delivery, it becomes mandatory to write that the goods should reach us in excellent condition.

Name of the items & Brand	Ram	No. of items
Dell	8 GB	50
HP	4 GB	60
Lenovo	4 GB	30
ASUS	8 GB	20

The payment will be made on delivery as per the agreement.

Yours faithfully
Nidhi
Manager, New Age Computer

