**ORDER LETTER**

Color World

15; New Market, Dhaka-1200

1st September 20XX

Manager,

Sales Division

National Paints Co. Ltd.

20, Tongi, Gajipur.

Sub: Order 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 1bs 1000 25.000  **2** Synthetic paint 20 Tins 2001bs 2000 40.000  **3** White paint 10 Tins l0 lbs. 500 70,000 |

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 the goods. We reserve the right to reject the goods if received late.

Yours faithfully,

Mohammed Tariq

Purchase Manager,

Color world