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:

1. The cost of each book will be Rs.\_\_\_\_\_\_\_\_ (inclusive of all taxes)
2. 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
3. Delivery will be done within 7 days from the order date
4. Delivery will be done at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address of organization)
5. If the order is not delivered as per the above terms and conditions, the order stands cancelled

Please find enclosed cheque number \_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_ for Rs.\_\_\_\_\_\_\_\_ towards advance for the order.

Hoping to have a long business relationship with you.

Best regards,

\_\_\_\_\_\_\_\_\_\_\_\_

(Name of signing authority)