

Sample Order Letter

**Dandy Manufacturing, Inc.**

2525 E. 34<sup>th</sup> Street  
Greeley, CO 80631

February 3, 2004

Better Widget Makers, Inc.  
5555 Widget Avenue  
Silver City, CO 80456

Attention: Sales Department

I'd like to order the Widgets listed in the table below. The reference numbers are from your 2003 catalogue. Please include a new catalogue with my order.

<b>Quantity</b>	<b>Ref.#</b>	<b>Description</b>	<b>Price</b>	<b>Total</b>
100	AB045	Tiny Blue Widget	\$2.38	\$238.00
300	XT111	Deluxe Yellow Widget	\$4.56	\$1,368.00
50	NT066	Super Deluxe Red Widget	\$6.15	\$307.50

<b>Total</b>	<b>\$1,913.50</b>
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I would like this order to ship COD complete. If you cannot ship the complete order within 10 days, please notify me immediately. I can be reached at (303) 954-0202 #35.

Thank you,

Jim Dandy, Jr.  
General Manager