

III. PLACING ORDER

Q1. You are A. Rizvi, Head of the Chemistry department of Usmania Sr. Secondary School, Sharanpur. You require various lab apparatuses and chemicals for your laboratory. Write a letter to M/s Om Scientific Works, Sharanpur placing a bulk order for the purchase of various items. Mention all the necessary details of the items as well as the discounts available on the purchase.

Ans. Usmania Sr. Secondary School
Sharanpur

20 April XX

M/s Om Scientific Works
Haridwar Road, Sharanpur

Sub: Order for apparatuses and chemicals

Dear Sirs

I hope we need no introduction. Usmania School has been an old customer of yours. As you are a trusted name in the supply of scientific goods for educational institutions, we are placing a bulk order for the same. We expect competitive rates and discounts on the purchase. The details of the items are as given below.

S.No.	Particulars	Quantity
I. Chemicals		
1.	HCL Acid (con.)	50 litres
2.	HCL Acid (dil.)	50 litres
3.	HNO ₃ Acid (con.)	50 litres
4.	HNO ₃ Acid (dil.)	50 litres
5.	H ₂ SO ₄ (con.)	50 litres

6.	H ₂ SO ₄ (dil.)	50 litres
7.	Ammonia	10 litres
8.	Nacl (powder)	10 kg.
9.	Potassium permanganate	10 bottles
II. Apparatuses		
1.	Flasks (standard size)	50 pieces
2.	Burettes (standard size)	50 pieces
3.	S. Burners (Devy)	50 pieces
4.	Test tubes (standard size)	250 pieces
5.	Glass pipes (standard size)	150 metres

We appreciate the general 20% discount that you provide on the purchase of scientific goods. However, we hope that you will provide an extra 5% discount as most of the dealers are giving to the educational institutions.

All items must reach in proper shape, size and weight.

Yours truly

A. Rizvi

Head

Department of Chemistry

Q2. You are A.R. Aggarwal, General Manager, Aggarwal Enterprises, Indore. You need various items of furniture and stationery for your newly constructed head office. Write a letter to Kuber Official Works, Indore placing a bulk order for the supply giving all details of the items ordered.

Ans. General Manager

Aggarwal Enterprises

Indore

7 March 20XX

Kuber Official Works

Central Market

Indore

Sub: Furniture and other items for office

Dear Sirs

We have to furnish our newly constructed head office and its rooms in Civil Lines, Indore. We had demanded quotations from various firms that supply furniture and related items for offices. We are approving the quotations sent by you as they are the best. Hence, we have decided to place a bulk order for the supply of furniture, stationery and other related items with you for our office.

The details of the items are furnished below:

S.No.	Particulars	Quantity (Nos.)
1.	Tables 6'× 4' (Teak)	10
2.	Tables 4'× 3' (Teak)	20
3.	Benches 7'× 3' (Sal)	15
4.	Chairs (rotating steel)	10
5.	Chairs (standard size teak)	50
6.	Stools (mango wood)	10
7.	Boxes 4'× 3' (steel)	10
8.	Almirahs (steel)	30

9.	Boards	10
10.	Table lamps	40
11.	Stamp pads	50
12.	Ink pads	100
13.	Office pens with stands	100
14.	Carbons	100 boxes

Kindly send all the items in their proper sizes, specifications and conditions.

Yours sincerely
A.R. Aggarwal
 General Manager