**Task 6 Solve this jigsaw puzzle (Put the following elements into a letter in the correct order. Use the modified block format)**

* We are pleased to hear of your company’s interest in purchasing our Axer 550S scanner.
* 22 May 2000
* You asked about a quantity discount.
* Thank you for your letter of 15 May enquiring about our new scanner models.
* We will be happy to discuss this if you give us some idea of the quantity you are ordering.
* Sales Manager
* Our terms of payment are 15 days after the receipt of invoice.
* Yours sincerely
* Mr J. Carmicle

Manager

JC Software

19 Market Street

Brighton

BN4 6CD

* We would also like to draw your attention to our Packard 305C model which has just been introduced to the market.
* **MB COMPUTERS**

25 Bayswater Road,

Putney

PT7 9DS,

tel/fax 0432-243 8719,

e-mail: Mary.Bates@mbcom.co.uk

* I look forward to hearing from you in the near future.
* Mary Bates
* Dear Mr Carmicle
* Do not hesitate to contact us if you want to get any more information.

**Correct answers**

**MB COMPUTERS**

25 Bayswater Road,

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Mr J. Carmicle

Manager

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22 May 2000

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Yours sincerely

Mary Bates

Sales Manager