


## Sample Business Email with Attachment

**To:** Grover Manning <grover@mockcompany.com>  
**From:** Tamara Clout <tclout@mockemail.com>  
**Date:** 20 Sept 2013, 9.33am  
**Subject:** Contract for orders

**Attachments:** Order Contract 20Sept2013 foldingfans.jpg 

Hello Grover,

How are you going? I hope you've had a nice summer holiday. I stayed in Nagoya this year, and boy was it hot! I'll never do that again!

I'm writing to you about the order of folding fans we discussed back in July. The designs you proposed looked quite nice and our customers seemed to prefer the more elegant fans, despite the slightly higher price. So, we'd like to place an order of your 2014 fans for delivery in late November 2014. We've signed the contract, see the attached scan. Also, for our online catalogue, could you send us some high quality photos so we can forward them onto our web designer for the next website update?

All the best,

Tamara Clout  
Assistant Manager  
Everything Japan 2020

**Comment [ARB1]:** Topic of email

**Comment [ARB2]:** .jpg = Photo enclosed / attached

**Comment [ARB3]:** Greeting

**Comment [ARB4]:** Small talk

**Comment [ARB5]:** The topic

**Comment [ARB6]:** Closing

**Comment [ARB7]:** Sender's name

**Comment [ARB8]:** Sender's job title

**Comment [ARB9]:** Name of sender's company

### Notes from Andrew

Please type this (and maybe handwrite some parts for the attachment) as you need to practice using computers. Computer skills are vital for your survival in the workplace. For classroom use, please use 1.5 or 2 line spacing, and print your work cleanly onto clean paper for submission. Make it all look professional.

**Label the above email with these keywords:** Greeting, sender's name, recipient's name, sender's job title, name of the sender's company, the topic of the email, closing, signature block, small talk, main topic, enclosed file name, sender's email address, recipient's email address, date.

**Attachment:** What do you notice about her name, date, address, phone number, and signature?  
What is 'Qty'?

# Contract of Sale for the Mock Supply Company



I / we Tamara Clout [name of authorised person] of Everything Japan 2020  
 [company name] hereby wish to order the following (listed below) from *Mock Supply Company*, to be  
 delivered by 20/10/2013 [dd/mm/yy] (allow two weeks for delivery, and some times of  
 year deliveries may be delayed).

**Comment [ARB10]:** "First name" or "given name"

**Comment [ARB11]:** Day/Month/Year

Item code:	Item name:	Qty & Price / unit	Sub total
FF2013Sa	Fan folding 2013 Sakura	5 boxes @ ¥23,540	¥117,700
FF2014CBa	Fan folding 2014 Cherry blossom	5 boxes @ ¥23,540	¥117,700
FF2014MBa	Fan folding 2014 Mens blue	2 boxes @ ¥23,540	¥47,080
FF2014SP_cn	Fan folding 2014 Shogun petals	3 boxes @ ¥21,500	¥64,500
FF2014Mred	Fan folding 2014 Maiko Red	7 boxes @ ¥27,500	¥192,500
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<b>Total: (in JPY)</b>			<b>¥539,480</b>

**Comment [ARB12]:** Qt = Quantity

**Comment [ARB13]:** Lines are drawn to indicate the end of an order, and to prevent someone adding something and charging your company

(Please type and computer print a form with four columns for larger orders)

I / we agree to pay Mock Supply Company the full amount of the order shown above within two weeks of delivery of the goods. In cases where part of deliver was made, then the amount due is only what had been delivered. Payments must be made by direct transfer to *Tokyo MUCK Bank, Mock Supply Company, 555111888a*.

T.R Clout  
 Signature of authorised person

Tamara Clout  
 Name printed

20/10/2013  
 dd/mm/yyyy

**Contact Phone number:** +44 (0)80 555 555

**Delivery details:**

*Everything Japan 2020*  
*Winjeel Building*  
*Soho, London*  
*W1D 3QF*  
*United Kingdom*

**Comment [ARB14]:** "Initials" include first and middle names.

**Comment [ARB16]:** Sender wants the order delivered here

**Comment [ARB15]:** "Family name", "second name", or "surname".