February 14, 20XX

Lindsay Office Products

P.O. Box 1879

Spokane, Washington 98989

Subject: Furniture and equipment order

Please ship the following items from your sales catalog dated January 31, 19XX:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  ITEM | CATALOG # | COLOR | QTY | PRICE |
| Conference Desk | HN-33080-WB | Sandalwood | 2 | 478.60 ea. |
| Credenza | HN-36887-WK | Sandalwood | 2 | 431.40 ea. |
| Executive Chair | HP-56563-SE | Toasted Tan | 4 | 422.00 ea. |
| File Cabinet | HN-5344C-K | Beige | 4 | 135.90 ea. |

The items ordered above should be shipped C.O.D. to this address:

 CLAIMS DIVISION, LAW DEPARTMENT

 City of Austin

 P.O. Box 96

 Austin, Texas 78767-0096

The costs above reflect a discount of 50/10, with net due in 30 days after the invoice date. The merchandise is to be shipped by your company's own truck line at a rate of 7 percent of the total net cost.

We are remodeling our offices and have a target completion date of March 30, 20XX. If there is any reason you see that you can keep your part of this schedule, please let me know immediately.

Sincerely,

Berenice Chamala

Supervisor, Clerical Services

BKC: amm