

Sample Order Letter

Dandy Manufacturing, Inc.

2525 E. 34th 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.

Quantity	Ref.#	Description	Price	Total
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

Total	\$1,913.50
--------------	-------------------

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