Find the correct translations for the word "account" with the help of this excerpt from a dictionary.

account s 1. *econ* a) Berechnung f, Rechnung f, **open** ~ offenes Zahlungsziel n; b) pl Geschäftsbücher, pl, (Jahres)Abschluss m, c) **transaction for the** ~ *(Börse)* Termingeschäft n; 2. *fin*. (Bank)Konto n; **statement of** ~ Kontoauszug m; 3. *mkt*. Kundenetat m, (Etat)Kunde m; 4. Rechenschaft f, Rechenschaftsbericht m, ~ **sales** Verkaufsabrechnung f *(Vertreter)*

1. Please remit the amount due to our account with Bull's Bank mentioned below.
2. In recent months several major companies have been very slow in settling their accounts.
3. Before we enter into negotiations about a possible co-operation we must ask you to permit us to study your accounts for the last three years.
4. This advertising campaign must be given top priority as we do not wish to lose this key account.
5. As an attachment I am sending you my account sales for the second quarter.

1.4 Additional practice

a **Complete the sentences below using the prepositions from the box.**

after (2x) • against (2x) • at • by (2x) • in (2x) • of (2x) • on • to (2x) • until • up • with

- Payment is to be effected **1** our account no. 17 345 87 **2** ABCD Bank.
- Please transfer the amount **3** €17,920.00 **4** our account.
- Please remit the invoice amount 15 days **5** delivery.
- The draft is payable 60 days **6** the date **7** the B/L.
- Payment is to be made **8** bank transfer.
- Please send us a cheque **9** payment.
- Please effect payment **10** the 15th of the month following the month of delivery.
- Our terms of payment are cash **11** documents.
- If the customer fails to take **12** the documents please contact Mr Abdul Hafis.
- We will draw a 60 days' draft **13** you.
- Terms of payment: Letter of credit, to be opened **14** a London bank **15** our favour, valid **16** 31 May 200_, available **17** presentation of the following documents:

b Wedler & Co. (Steilhang 45, 87527 Sonthofen, Tel.: 0 83 21/3 87 90, Fax: 0 83 21/ 3 87 95, sales@wedler.co.de), a German producer of sports equipment, has received this message from Elsa Griffith (e-mail: elsa.griffith@mountaineers.nz), head buyer at MOUNTAINEER's, New Zealand's leading retailer of sports equipment (108, Darlington Rd., Miramar, Wellington 3):

Please supply asap:

100 pairs 452-81 Winner blue	175 cm	@ € 129
100 pairs 452-81 Winner blue	185 cm	@ € 129
100 pairs 452-83 Winner carving	175 cm	@ € 149
100 pairs 452-83 Winner carving	185 cm	@ € 149
50 pairs 487-97 UltraStar	175 cm	@ € 199
50 pairs 487-97 UltraStar	185 cm	@ € 199

Terms: CIP Wellington, less 20%, irrevocable L/C, dispatch 21 days from order.
Best wishes,

MEMO

Stellen Sie die Proforma-Rechnung aus und legen Sie diese der Auftragsbestätigung mit genannten Konditionen bei. Soll unwiderrufliches Akkreditiv über Bayernbank Kempten eröffnen. Versand per Eurotrans nach Erhalt der Bestätigung der Eröffnung. Voraussichtliches Eintreffen in Wellington ca. acht Wochen später.

Carry out the instructions in the memo.