4. Additional practice

a Michaela Fetzer has ordered teenage garments from Notabene SpA.
Read their sales manager's dispatch advice and put in the missing words and phrases.

15 March 200_

Dear Ms Fetzer,

Your 1 No. NB 001/03

2 you for your order for teenage garments in assorted sizes, colours, and designs.

We 3 you that all the items can be supplied from stock. We have already 4 arrangements with our shipping agent, and are 5 that the consignment will arrive at your premises before 15 April.

The shipping documents and the sight draft will be sent to Sparkasse Passau in due course.

Yours sincerely,
Gianna Dellacasa
Gianna Dellacasa
6 Manager

b **Refer back to Unit 5, page 91 and Unit 8, page 160. Complete this excerpt using the information from the box. Then find out who the sender and recipient are and rewrite the letter in full.**

We have instructed our bank, 1, to open an irrevocable letter of credit for € 71,500, valid until 21 April, on the basis of 2. The L/C will be available to you through the 3.

The following documents are necessary for this transaction:
- Invoice CIP Wellington, in triplicate
- Insurance policy
- Bill of lading in duplicate

We usually ask our suppliers to pack each pair individually to ensure safe and easy handling and to inform us in writing about any possible alterations of the contract.

We trust that shipment will be effected at the first possible opportunity as the southern hemisphere's winter sports season begins at the end of May.

Your proforma invoice no. MNZ 001/03

Bayernbank Kempten

First Wellington Bank