b Amanda Jones agrees with Fred, but the Finance Department questions why they should buy the Necson printers as they are £329 more than the HocusPocus. So Fred writes a memo to the Finance Department to explain his point of view. **Read the memo below and complete it using the words from the box. Discuss Fred's opinion with a partner.**

absolutely • convinced • costs • few • friendly • increase • need • out • print • separately • than • waste

From:	Fred Murphy
To:	Robin Foster
Cc:	Amanda Jones
Sent:	December 4, 200_
Subject:	Purchase of office printers

Here is the information you required. It's **1** correct that the HocusPocus printers are £329 less, but there are a **2** things I'd like to point **3**.

First, the Necson printing engine is faster and its duplex unit holds 100 pages. This will eliminate long waits and **4** output efficiency. What's more, it handles many more types of paper **5** the others.

Second, a Necson toner cartridge set lasts 10,000 standard pages, while the HocusPocus cartridges only print 6,000 pages. As you know, used cartridges are toxic **6** and have to be disposed of **7**. Therefore, the Necson printers are more environmentally **8**.

Third, printing **9** for 1000 pages at £6 for the Necson are less than half the printing costs for the HocusPocus of £14.50. As we typically **10** 60,000 pages per year the higher initial cost for the Necson printers plus the Necson Duplex Unit will be offset in less than three years.

I am **11** the Necson printers are the better choice in the long run. Do you **12** any more information

c **Study the following two offers.**

The first one is a written offer, the second one an offer over the phone.

1. Written offer

In view of the coming summer season, Kate Paxton from Sports Unlimited has requested offers for swimwear from OSPEE, a well-known Korean manufacturer. **Study this list of price quotations, including delivery to three different places.**

OSPEE "FEMALE PERFORMANCE": Price list as of December 200_

Quantity & models:

2000 Splashback two piece assorted sizes

3000 Olympia one piece assorted sizes

2000 Aquablade striped assorted sizes

Terms for 7,000 units:

FOB* Pusan: £69,800 CIF* Southampton: £75,450 DAP* Stratford: £76,750

* See Incoterms on page 93