

[Print on one side] [insert Address]

<<Contact Name>>  
<<Trading/Company Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear <<SIR/MADAM>>,

We are pleased to confirm that <<on >> has been received and the  
<<goods/facilities etc.>> have been <<provision etc.>> on the following basis:

Date and Time: << >>

Specification(s): << >>

Location: << >>

Payment: <<Price>>. in full by <<Date>>.

Should you require any further information, please do not hesitate to contact us.

Kindly sign one copy of this letter and return it to us.

Yours sincerely,

<<Name>>

Approved:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

Encl. << >>