

[Print on

insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

Re: <<Reference>>

We thank you for your order referred to us on <<Date>> and conditions.

It is assumed to be on your standard terms

Unfortunately, your standard terms are not acceptable. We can only supply goods on our standard terms and conditions which are enclosed.

We are dispatching your ordered goods on <<Date>> and conditions. Acceptance of the delivery by you will constitute acceptance of our terms, please return the goods to avoid any claim.

Yours sincerely

\_\_\_\_\_  
<<Name>>