

[Print on

insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

Re: Your order reference << >>

We thank you for your order referred to us and accept it to be on your standard terms and conditions.

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

Please confirm your acceptance of our standard terms and conditions of sale by return. The goods ordered will be set aside and ready for dispatch within << >> days.

[If we have not received your rejection within << >> working days we will dispatch your goods as ordered. Your acceptance of our terms. If you are unable to accept our terms, please return the goods to avoid incurring liability for them.]

Yours sincerely

<<Name>>

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