

OR

Q. 3 A : Write a suitable reply to an inquiry you have received for the newly launched 'A OneCell Phone', of your company. State all the incentive schemes to promote the sales in the letter. 08

Q. 3 B : Shivani Manufacturers, Ahmedabad has received an inquiry from Occasion Gift Articles, Anand about the gift articles. Draft a suitable reply with the latest catalogue competitive business terms and conditions. 07

Q. 4 A : Place an order for the Air conditioners and Refrigerators on behalf of Krutal Domestic Sales, Vadodara to Symphony Manufacturers for the season mentioning specific time deadline. 08

Q. 4 B : Safal Traders, Mumbai has received an order of PCs, laptops and tablets from the old customer Raj Sales Point, Ahmedabad, You are unable to supply the demanded models, suggest the substitutes with better quality and competitive prices. Draft the letter. 07

OR

Q. 4 A : You have placed an order for the stationary articles by mistake on behalf of Aparna Academy, Nadiad to Navneet Stationers, Paldi, Ahmedabad. Draft a letter to postpone the order for a month. 08

Q. 4 B : Suhana Co, Ltd, Mumbai has received an order for Ceiling Fans, Table Fans, Wall Fans and Pedestal Fan from Rishi Sales, Bhavnagar. Draft the reply to express your inability to supply the order at once hence, tell them to supply partial order and ask for extension of the time limit for the remaining part. 07