

Q.4. (A) Place an order for readymade garments with Sahyadri Dress House, Navi Mumbai, stating that the goods will not be accepted if they are not received in stipulated time limit. (08)

(B) You have received an order for air coolers from one of your valued customers, but owing to some unavoidable circumstances you are unable to execute the order within the time frame. Write a letter to your customer asking for an extension of one week to execute the order. (07)

OR

Q.4. (A) You have placed an order for snickers shoes by mistake on behalf of Fit Shoe Palace, V.V.Nagar. to Vostrich Shoe Co., Mumbai. Draft a letter to cancel the order. (08)

(B) An order is sent by a prospective buyer for 500 Nilam Chairs which you do not have in ready stock. Draft a reply to the buyer offering substitute chairs. (07)

*****X*****
(2)