

Orders - Useful Phrases

You can use the following phrases to write/ talk about orders:

- I am writing to you regarding...
- With reference to your letter...
- We would like to place an order for...
- The deadline for arrival of the goods is...
- The goods must arrive no later than...
- Please allow enough time for delivery. The goods should arrive by (day) at the latest.
- Please do not forget to send this order form together with your payment to...
- Your order number is...
- Please use this number for correspondence.
- Please confirm the receipt of this/ your order.
- We would like to amend our order number...
- I am afraid we must cancel the order, because...
- We are in receipt of your order number...
- Your order is already being processed...
- Delivery will be made by ... (date) as requested.
- Due to unforeseen circumstances, all orders have been delayed. Your order should be with you by...
- We regret to inform you that the goods/ items ordered are out of stock/ no longer available.
- We would like to offer you a substitute/ replacement. Would you be interested in ...

ZEP

Zugang zu höherer Bildung & Entwicklung von Perspektiven

BILL LINZ
Bildungsentwicklung

d4s kollktiv

I:S:O:P
INNOVATIVE SOZIALPROJEKTE

KUNST LABOR
good light

Gefördert aus Mitteln des Europäischen Sozialfonds und des Bundesministeriums für Bildung, Wissenschaft und Forschung



Bundesministerium
Bildung, Wissenschaft
und Forschung