

# 7

## Placing orders

### Vocabulary

place an order

注文をする

estimate

見積もる

purchase

購入する

merchandise

品物、製品

warehouse

倉庫

door-to-door

宅配、訪問販売

taxes

税

### Dialogue

Jane: Hello, this is Jane from Accent Company calling.

May I speak to Mr. Takamatsu?

Takamatsu: Hello Ms Jane, this is Mr. Takamatsu.

Jane: Hello, I'd like to place an order for a number of your Millennium desk units.

Takamatsu: Certainly. How many were you interested in ordering for purchase?

Jane: Quite a few. Do you have many available in the warehouse?

Takamatsu: We keep a large supply in stock.

Jane: I'd like 100 units by the end of the month.

Could I get an estimate before placing an order?

Takamatsu: Certainly, I'll have it for you by the end of the day.

Jane: What does the estimate include?

Takamatsu: Estimates include merchandise, packaging and shipping, duty if required, any taxes and insurance.

Jane: Do you ship door-to-door?

Takamatsu: Certainly, all shipments are door-to-door. Delivery dates depend on your location, but we can usually deliver within 14 business days.



## Placing an order

- I would like to place an order ....

注文をしたいのですが、

- May I order...

～を注文させていただけますか？

## Response

- Certainly. How many were you interested in ordering...

もちろんです。何個をご希望でしたか？

- Sure, may I have your orders...

もちろんです。それではご注文をどうぞ。



A. Complete the dialogue

1. I would like to \_\_\_\_\_ an order of your desk.
2. \_\_\_\_\_. How many were you interested in ordering for purchase?
3. Could I get an estimate before I place an \_\_\_\_\_?

B. Supply the meaning of the word

- |                 |                                  |
|-----------------|----------------------------------|
| 1. purchase     | a. stockroom                     |
| 2. door-to-door | b. products/commodity            |
| 3. estimate     | c. delivery direct to your house |
| 4. warehouse    | d. approximate calculation       |
| 5. merchandise  | e. buy                           |