

Lesson 61: Quotations, Pricing and Proposals

By Xandra

1. Dialogue

First, repeat after your tutor. Then, practice each role.

Takeshi has received an inquiry from Hydra Computers. Now he is talking to his boss about it.

Takeshi: I've received an e-mail from Hydra Computers. They are requesting a quotation for 10,000 microchips.

Mr. Barton: This is the first time that Hydra Computers has contacted us.

Takeshi: That's right, sir. I want to ask if we should propose a special first-time discount, or perhaps offer them 30-day credit.

Mr. Barton: We don't usually offer 30-day credit to new customers.

Takeshi: Hmmmm, I see.

Mr. Barton: In the quotation, please mention that we require a 50% deposit. Also, that they will have to pay **in full** once we deliver the microchips.

Takeshi: I don't think Hydra Computers will like that.

Mr. Barton: It's business, Takeshi. We have to be cautious.

2. Today's Phrase

First, repeat after your tutor. Then, make a few sentences using Today's phrase.

1. A: Do you know the movie "The Last Samurai"?

B: Yes. But I haven't watched it **in full**.

2. I know Steve Jobs' life story **in full**. He's my idol.

3. President Obama's letter was published **in full** by the Washington Post.

* **in full** / 全部

3. Your Task

You work as a sales manager for a computer company. Max Superstore needs 50 units of computers, and you've sent them a quotation. Max Superstore's manager (=your tutor) is talking to you on the phone. He is asking you the following questions: 1) Can you deliver 50 computers by next week? 2) Can you give a one-year warranty for the computers? 3) Is the computer software included in the pricing you provided? Respond to his questions in a business-like manner.

4. Let's Talk

If you were a business owner, would you give a discount to big companies?

Why or why not?

What are the important things to remember when preparing a quotation?

Do companies in Japan usually offer a discount when there's a big order?

Tell your tutor about it.

5. Today's photo

Describe the photo in your words as precisely as possible.



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