

## Lesson 61: Quotations, Pricing and Proposals

By Xandra

### 1. Dialogue

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

Takeshi is the sales manager of a computer manufacturing company called Ample Inc. Ms. Jacobs works for Tokyo University. Ms. Jacobs is talking to Takeshi on the phone.

Takeshi: How can I help you, Ms. Jacobs?

Ms. Jacobs: Tokyo University would like to set up its own computer system. We would like to computerize all operations in the school. We will also need 500 computers for this project.

Takeshi: Could you please send me all the details via e-mail? My address is takeshi@wahoo.com.

Ms. Jacobs: Okay, I'll do it in a short while. When could I expect the quotation?

Takeshi: As soon as I get the computer specifications, I can figure out the cost.

Ms. Jacobs: Please make sure you indicate the time of delivery and the terms of payment in your proposal.

Takeshi: Ms. Jacobs, have you asked any other computer companies for a quotation?

Ms. Jacobs: Yes. I'm hoping that Ample Inc. and Hydra Computers will also **bid for** the project.

Takeshi: What if I proposed to install your computer system for free? I'll even throw in free software.

Ms. Jacobs: That would be a really good deal. Please mention that in your quotation.

### 2. Today's Phrase

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

1. America will make a **bid for** the 2024 Summer Olympics.
2. The government plans to build a new railway system. Three construction companies are **bidding for** the contract.
3. An art collector **bid for** the rare portrait of William Shakespeare.

\* **bid for** ~ / ~に入札する; ~を手に入れようと努力する; [選挙などに]立候補する、名乗りを上げる

### 3. Your Task

You need 3000 cotton shirts for your T-shirt printing business. You contacted a garments factory to ask for a quotation, and they sent you the pricing via e-mail. The manager only gave you information about the pricing of the T-shirt, and he didn't mention the payment terms and delivery. Call the manager of the garments factory (=your tutor) and get more information. You should also ask him about the quality of the cotton shirts.

### 4. Let's Talk

What is the importance of quotations and proposals?  
 What are the do's and don'ts when making a proposal?  
 Aside from sending a price quotation to the customer, what else should you do you can close a business deal?

### 5. Today's photo

Describe the photo in your words as precisely as possible.



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