

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]  
[Position]  
[Company]  
[Department]  
[Division]  
[Address 1]  
[Address 2]  
[City], [St/Prov], [Country] [ZIP/POSTAL]

[Salutation]

Please send me the following items, as described in your [date] [brochure, catalogue, flyer, newspaper advertisement, etc.]:

<b><u>Quantity</u></b>	<b><u>Description</u></b>	<b><u>Each</u></b>	<b><u>Price</u></b>
[number]	[item as described in ad, brochure, etc.]	0.00	0.00
[number]	[item as described in ad, brochure, etc.]	0.00	0.00
[number]	[item as described in ad, brochure, etc.]	0.00	0.00
		<b>Subtotal</b>	0.00
		<b>I</b>	
		<b>S&amp;H</b>	0.00
		<b>Taxes</b>	0.00
		<hr/> <b>Total</b>	0.00

I have enclosed a [check, money order, draft] for \$[total as above]. Please ship the order to the address above. Thank you.

Sincerely,

[Your Name]  
[Your Position]

[Notations for Enclosures, cc:, etc.]