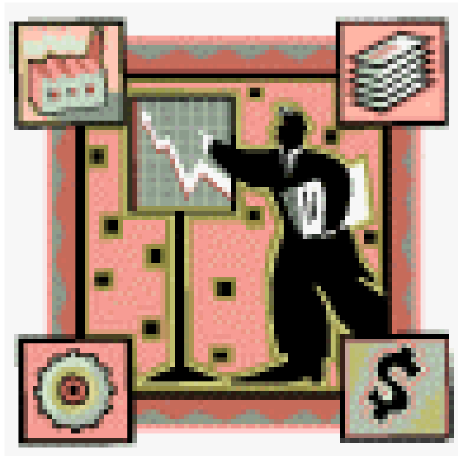
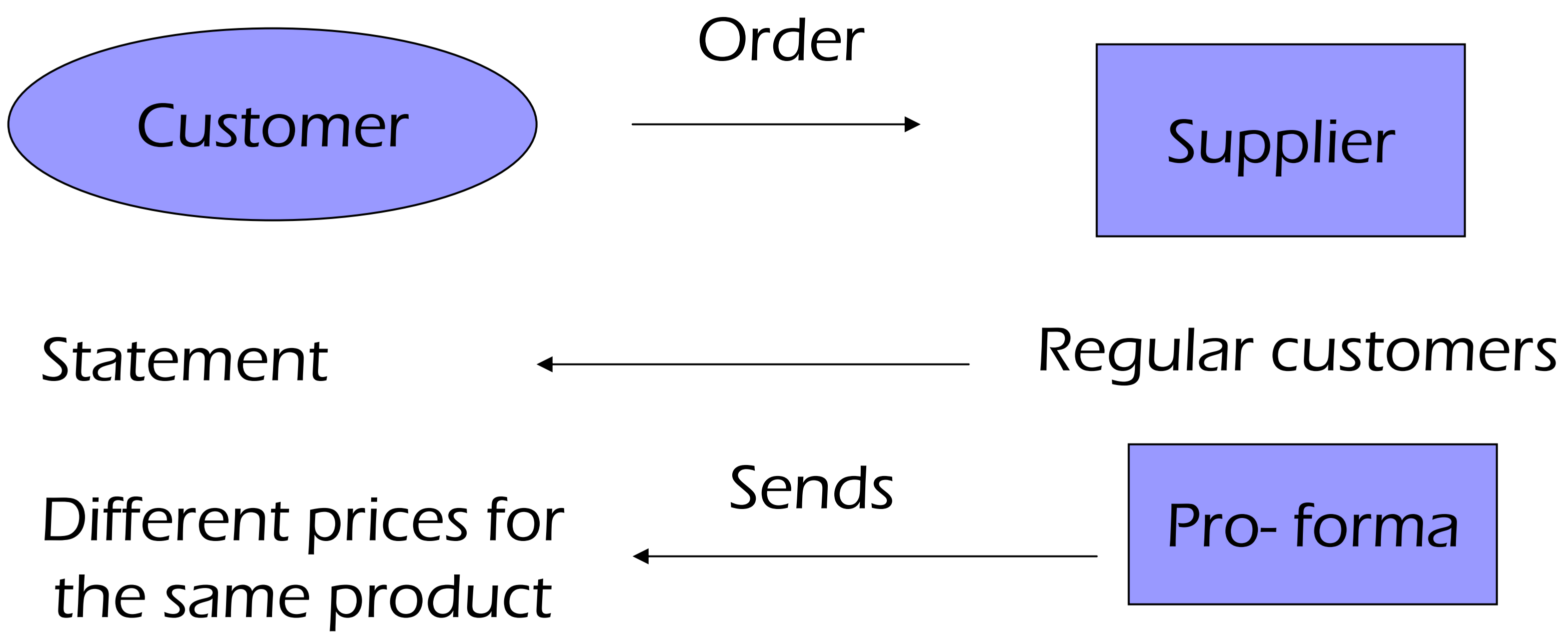
PURCHASES AND SALES DOCUMENTATION



English V.- Lesson 4.

Purchasing and Selling Process



Documents

PURCHASE ORDER

PROFORMA INVOICE

COMMERCIAL INVOICE

CONSULAR INVOICE

Letter of Inquiry

Dear Sirs

We thank you for your inquiry of April 13 and are pleased to offer you our best quotation as follows： FOR TAIWAN

Item No.	Description	10,000 sets	5,000 sets	3,000 sets
MN-385	memo board	US$ 1.22/set	US$1.26/set	US$1.29/set

Remarks：

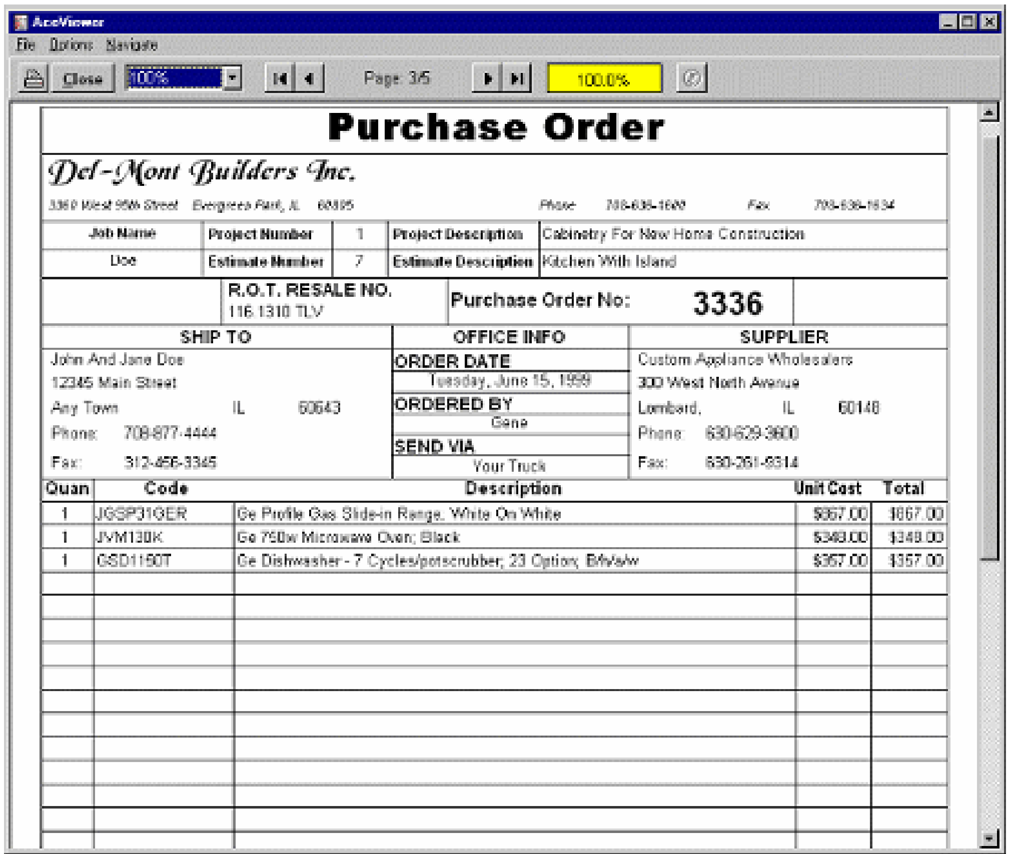
1. Same price for all models： MN-383, MN-384, MN-385 & MN-386
2. Minimum： 3,000 sets for making your own design （4-color printing）. You have to send us the film of your design so that we can print them accordingly.
3. Packing： 1pc/polybag, 12pc/box, 36pc/ctn 2.3'
   If the packing you request is different from ours, the price will be different.

Frankly speaking, this item is one of our best selling products. After we promote it from July, we have got a lot of orders according to customers' designs. So, we hope you will feel satisfactory to our offer and may confirm order at the soonest.

In the expectation of your favorable news in return, we thank you for your attention to the above and remain,

Truly yours

Purchase Order



AceViewer

File Options Navigate

Close 100% Page: 3/5 100.0%

Purchase Order

Del-Mont Builders Inc.

Job Name	Project Number	1	Project Description	Cabinetry For New Home Construction
Doe	Estimate Number	7	Estimate Description	Kitchen With Island

R.O.T. RESALE NO. 116 1310 TLV

Purchase Order No: **3336**

SHIP TO	OFFICE INFO	SUPPLIER
John And Jane Doe	ORDER DATE	Custom Appliance Wholesalers
12345 Main Street	Tuesday, June 15, 1999	300 West North Avenue
Any Town IL 60643	ORDERED BY	Lombard, IL 60148
Phone: 708-877-4444	Gene	Phone: 630-629-3800
Fax: 312-456-3345	SEND VIA	Fax: 630-261-9314
	Your Truck	

Quan	Code	Description	Unit Cost	Total
1	JGSP31GER	Ge Profile Gas Slide-in Range, White On White	$867.00	$867.00
1	JVM130K	Ge 750w Microwave Oven; Black	$349.00	$349.00
1	GSD1150T	Ge Dishwasher - 7 Cycles/potscrubber; 23 Option; B/w/a/w	$357.00	$357.00

Quotation
PROFORMA INVOICE

ROSE LIGHTING ENTERPRISE CO., LTD.

No. 5, Lane 18, Chung-Chin Road, Taipei, Taiwan, ROC

QUOTATION/PROFORMA INVOICE

NO 1027 DATE: OCT. 27, 1998

MESSRS: DALIN (AUSTRALIA) PTY. LTD.
Unit 10, 180 Cheltenham Rd.,
Keysborough, Vic 3008
Australia

SHIPPING MARK
DALIN
MELBOURNE
C/No. 1-up
MADE IN TAIWAN
R. O. C.

Dear Sirs,

We take the pleasure in offering you the following on the terms and conditions set forth below:

Payment :by irrevocable and confirmed L/C for 100% invoice value at sight.
Banker :The First Commercial Bank, Head Office in Taipei.
Terms :CIF Melbourne by Sea freight
Shipment:Within 45 days after receipt of your payment.
Packing :Standard Export Packing
Validity:30 days

ITEM	COMMODITY	QUANTITY	UNIT PRICE	AMOUNT
	LIGHTING FIXTURE		CIF MELBOURNE	
1.	KB-105W/W (B-15X6)	100 SETS	US$20/SET	US$2,000
2.	KB-106 VD (B-15X6)	100 SETS	30	3,000
3.	KB-107 VD (B-15X3)	45 SETS	10	450
	TOTAL:			US$ 5,450

Remarks:
We declare that the final process manufacture of the goods for which special rates are claimed has been performed in Taiwan, R.O.C. and that not less than one-half of the factory or work cost of the goods represented by the value of labor of material of Taiwan. We also declare that (A) No vegetables matter and/or timbers are included in this shipment. (B) Packages no pallet.

Accept by: Rose Lighting Enterprise Co. Ltd.

PROFORMA INVOICE

PRO FORMA INVOICE

SHIPPER

SOLD TO

SHIP TO

PRO FORMA INVOICE NO.	DATE ISSUED
TERMS AND CONDITIONS OF SALE	
MODE OF TRANSPORTATION	CARRIER
AIR/OCEAN PORT OF EMBARKATION	
AIR/OCEAN PORT OF UNLOADING	

MARKS:

GROSS WEIGHT:

QUANTITY	U/M	DESCRIPTION OF MERCHANDISE	UNIT PRICE	AMOUNT
			FREIGHT	
			EXPORT PACKING	
			INSURANCE	
			MISC	
			TOTAL	

"WE HEREBY CERTIFY THIS INVOICE IS TRUE AND CORRECT AND THAT THE MERCHANDISE DESCRIBED IS ORIGIN OF THE U.S.A."

AUTHORIZED SIGNATURE

Form No. 10-080 Printed and Sold by UNZCO 700 Central Ave., New Providence, NJ 07974 • (800) 631-3098

Commercial Invoice

COMMERCIAL INVOICE

SHIPPER/EXPORTER	COMMERCIAL INVOICE NO. / DATE
	CUSTOMER PURCHASE ORDER NO. / B/L, AWB NO.
	COUNTRY OF ORIGIN / DATE OF EXPORT
CONSIGNEE	TERMS OF PAYMENT
NOTIFY: INTERMEDIATE CONSIGNEE	EXPORT REFERENCES
FORWARDING AGENT	AIR/OCEAN PORT OF EMBARKATION
	EXPORTING CARRIER/ROUTE

Terms of Sale and Terms of Payment under this offer are governed by Incoterms #322, "Uniform Rules For The Collection Of Commercial Paper" and # 400 "Uniform Customs And Practice For Documentary Credits".

PKGS.	QUANTITY	NET WT. (Kilos)	GROSS WT. (Kilos)	DESCRIPTION OF MERCHANDISE	UNIT PRICE	TOTAL VALUE

PACKAGE MARKS:	MISC. CHARGES *(Packing, Insurance, etc.)*	
	INVOICE TOTAL	

CERTIFICATIONS

AUTHORIZED SIGNATURE

Form 15-320 Printed and Sold by UNZCO 190 Central Ave., New Providence, NJ 07974 • (800) 631-3098

Commercial Invoice

Commercial Invoice

Export References:
Baking Technologies, Inc. quote number BT10102
Invoice No: BT-1638
Mendez Panaderias S.A. purchase order number M3652

Exporter Name and Address:	**Ultimate Consignee Name and Address:**	**Sold To Name and Address:**
Baking Technologies, Inc. 45 South 7th Street Minneapolis, MN 55402	Mendez Panaderias S.A. Col. Roma Mexico D.F., C.P. 06760	Mendez Panaderias S.A. Col. Roma Mexico D.F., C.P. 06760
Intermediate Consignee/Consigned to: Galfiro Montemayor Brokers Avenida de Colombia 1025 Veracruz, Mexico	**Notify Party Name and Address:** Mendez Panaderias S.A. Col. Roma Mexico D.F., C.P. 06760 Phone: 5 25 1 348 1572 Contact: Carlos Mendez	**Date of Shipment:** 14JAN02 **AWB/BL Number:** MXVZ 9707503 **Currency:** USD **L/C N°:** 120ICCI000-990093
Conditions of Sale and Terms of Payment: **Freight:** Pre-Paid **Title Transfer Occurs At:** Minneapolis, Minnesota CPT Veracruz, México per Incoterms 2000 **Payment Terms:** Payable by L/C	**Transportation:** **Via:** Ocean **From:** Port of Houston, Texas to Port of Veracruz, Mexico	**Total Number of Packages:** 4 **Total Net Weight (kgs):** 1,815 **Total Gross Weight (kgs):** 2,722

Line No.	Item Number, Harmonized Number, Product Description	Country of Origin	Quantity	Unit Price	Total Price
1.	Model BT002043 Baking/Kneading Equipment Tariff Classification 8438.10	USA	4	75,500	USD 302,000
	port Packing/Crating				800
	U.S. Inland freight: Minneapolis to Chicago				300
	Forwarding fees				540
	Ocean freight				5,760
	Total CPT Veracruz, México per Incoterms 2000				USD 309,400

Please Note: These commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited.

Authorized Signature:	**Company:** Baking Technologies, Inc.
Name: Douglas R. Jacobson	**Title:** Export Manager
Date: 03JAN02	**Telephone Number(s)** **Voice:** 987 654 3210 **Facsimile:** 987 654 3211

Consular Invoice

THE GOVERNMENT of BRAZIL			
Date: Invoice No: Issued At:		Port of Loading Port of Discharge Date of Departure Carrier	
EXPORTER		CONSIGNEE	
Marks and Numbers	Quantity	Description of Goods	Value of Shipment
		Total (FOB, C&F, or CIF)	
Other Charges Certified Correct By: Witnessed By: Fee Paid:			Amount of Charges Total