

Letter to future supplier

Mrs Nuygen Thao
Good Fortune Enterprise
431 Tran Nhat Duat
Hanoi, Vietnam.

Dear Thao

Further to our video conference meeting last week, the information you require to arrange importation of wooden furniture into Australia is detailed below:

Customs contact ~~letter~~ Details: (Insert details of the Customs Office Australian telephone number and email address)

Anticipated costs by Shipment: (Insert here a list of charges for a Sea electronic declaration - a N10 plus Periodic declaration processing charges plus the Request for cargo release (RCR) processing charge)

I have placed the following attachments with this letter to provide further information:

(Please add any Australian Government documents related to Customs that are about the following:

- A schedule of Customs cost recovery charges
- An explanation of how Australian Customs value imported goods
- The Australian Customs ~~Inspection~~ Import declaration Guide.

I must also draw your attention to the Australian Quarantine

requirements for items including timber. I strongly suggest you visit the website (insert the specific URL for the Australian Quarantine requirements on timber imports) and follow the procedures ~~the~~ stated there.

I have also added two shipping agencies that have access to freight by sea between Haiphong (Vietnam) and Australia: (insert two companies that can arrange sea shipment of container loads from Haiphong Harbour to any Australian port).

Thank you for your enquiry. I look forward to your visit to Brisbane next month and the opportunity I will have to host you to an Australian steak at (find a restaurant or hotel in Brisbane well known for its beef steaks and include name here. I'll need the full details of this venue in my briefing paper).

I trust the information above assists you in preparing for our client's product and pricing negotiations.

Sincerely,

My name and role.