Jun enters the office of Mr. Stanton)

Jun: Excuse me boss. Could I have a word with you?

Mr. Stanton: Sure. Is it about the project that I gave you?

Jun: Certainly boss. I received an e-mail from Mr. Chan the Customer Relation Officer of Kowloon Company.

Mr. Stanton. That's great! Could you lay down everything?

Jun: Yes. Here are the data:

1. Model Number – 3G Chip
2. MOQ – 500 units for one purchase
3. Unit Price – FOB Hong Kong US$19.50 / unit.
4. Terms of Payment – LC 30 days
5. Delivery – Designated Port in Japan
6. Warranty – One year warranty

Mr. Stanton: That sounds good. Could we have a price reduction? What I mean is a discount since it's a bulky purchase.

Jun: That thing will be included in the negotiation. Do you think it's better to have an ocular visit to their company?
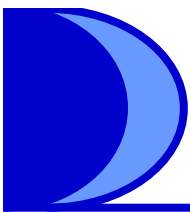
Mr. Stanton: I'm about to tell you that. Have you arranged an appointment with Mr. Chan?

Jun: Yes, I'll keep in touch with him for confirmation.

Mr. Stanton: When will be your scheduled visit?

Jun: If it would be fine with you, I would go on the 1st of June and the following day would be the visit.

Mr. Stanton: That's fine since we have a deadline to meet. I hope you could make a cost reduction as low as US$15.20/unit. Any problems that you'll encounter, don't hesitate to call me.

Useful Expressions:

1. **Could I have a word with you? – Purpose asking the person of his time availability ; asking someone's permission**
   = Could I talk to you?
   = Could I have some time with you?

2. **Could you lay down everything? - telling someone to tell an information about something**
   = Could you tell me about ___?
   = Could you give some information about_____?

3. **That sounds good - to say that you agree**
   = That's a great idea.
   = That's great/nice/interesting etc.

4. **I'll keep in touch with him. - to say that you will write an e-mail, call or talk to somebody**
   = I'll call (smb).
   = I'll write an e-mail to (smb)