**REPLY TO ORDER AND INVOICE**

Having received an order from your customer (partner from abroad):

a) Create your own  invoice (company logo….). To do that, you can use ‘Canva’ or other online free invoice generator. (<https://invoicehome.com/invoices/30383333/edit?goal=guest_invoice>)

b) Post an email enclosing the invoice (check the example below). To do that follow these steps:

1.Say thank you for the order

2. Give the information required or answer any questions if is required.

3. Consider the discount

4. Offer future services or contact

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| USEFUL LANGUAGE  Thank you for your recent order of….  We can offer…..  Unfortunately, we won’t be able to offer.../ I’m afraid we don’t have ….  We look forward to our future cooperation.  Enclosed you will find our invoice. |