

Document 8:

A couple of details required by their accountants... and the money will be on its way.

Fax to: Luisa Martínez

Re: Group

Dear Luisa,

Thank you for your fax.

Please specify the charges and fax proforma invoice. We shall then immediately transfer the money.

Please note that data projector will not be needed.

Kind regards

Wilhelm Schuhmacher

I. Answer the following questions:

1. What do they need before they transfer the money?
2. What is a proforma invoice? What is the difference between that kind of invoice and a “normal” one?
3. Is there another change required to the programme?
4. Find any style, grammar or spelling mistakes in the text. From those, decide if they just indicate poor grammar, or there are cases in which the message is simply not understandable.

II. Write a short message in which you tell them that, in order to issue the proforma invoice, you need their VAT number.