

Dear that we can
guarantee an annual



**ASSIGN
BUSTER**

Dear Sir, This has reference to your advertisement of _____ (Date) in _____ (Place Name) Daily regarding appointment of stockiest/agent for your washing machine ' Unique' and we are pleased to send the following for your perusal: 1. That we can offer a cash security of _____ (Amount). 2.

That we can guarantee an annual sale of _____ (Amount). 3. That we have an excellent showroom in _____ (Place Name), the most popular business centre. Its measurement is _____ft x _____ft.

Besides this, we have showrooms in all major cities in _____ (Place Name). 4. We shall pay all bills in _____ days. 5.

We shall receive goods F. O. R. and any loss arising at any stage until receipt shall be borne by you. 6.

We shall expect a minimum commission of _____% and an additional _____% where our sales exceed _____ (Amount). 7. We shall work as exclusive distributors in _____ (Place Name). 8.

We shall be entitled to all special offers you might make from time to time and our percentage of commission shall not be affected under any circumstance whatsoever. 9. We are at liberty to sell any product similar to that of yours as long as the minimum annual sale of your product of _____ (Amount) is maintained.

10. All publicity material including price lists in our name shall be supplied to us at your cost. 11. All our orders shall be executed within _____ days of their receipts. _____ (Bank Name), _____ (Place Name) will be

glad to give you any information you may like to have about our financial status.

We hope that the above information will convince you fully for appointing us as your sole distributor for _____ (Place Name). We look forward to hearing from you soon. Thanking you Yours faithfully,(Your Name)(Company Name)Managing Partner