

A complaint – Vocabulary Work

A Please read the text.

Dear Sir/Madam

On 5 September we sent you our order EE-7-80 for three of your notebook computers X 2000, to be delivered to us by 1st October. You acknowledged receipt of the order on 8th September.

The 1 October has gone by, and the equipment has not yet arrived. We are seriously affected by this delay as the availability of the above-mentioned machines is an important element in the time schedule for the reorganization of our sales department.

We expect a full explanation from you, but meanwhile we must point out that any expenses arising to us from the delayed delivery of the devices have to be borne by you.

Yours faithfully

J. E. O'Neale

Assistant Managing Director

B Find the English expressions for the following German ones.

Auslieferung	_____	Verzögerung	_____
Kosten	_____	Erklärung	_____
darauf hinweisen	_____	Bestellung	_____
Ausrüstung	_____	ausliefern	_____
bis spätestens um	_____	getragen	_____
Verfügbarkeit	_____	beeinträchtigen	_____
entstehen	_____	Zeitplan	_____
obenerwähnt	_____	betreffen	_____
Empfang bestätigen	_____		