TH

Tala Hijazi

AMMAN, JORDAN ◆ TALA.HIJAZI@EXAMPLE.COM

6 NOVEMBER 2026

Quotation Q-2291: delivery by 15 January and a price for chairs

Dear Mr Yilmaz,

Thank you for quotation Q-2291 of 2 November for 40 desks. Before we confirm the order, could you send us a revised quotation with two changes?

- Delivery to Amman by 15 January, because our new office opens on 18 January. The current quotation says “within 8 weeks”, which would be too late. Is a 6-week delivery possible, and at what extra cost, if any?
- A price for 40 matching chairs.

We plan to decide by 20 November, so a reply by 16 November would be very helpful.

Best regards,

Tala Hijazi
Project Coordinator, Rawasi Consulting

WRITTEN WITH HUMANPROSE