

Feng Chia University
Outstanding Academic Paper by Students

The Handbook of International Trade Practice

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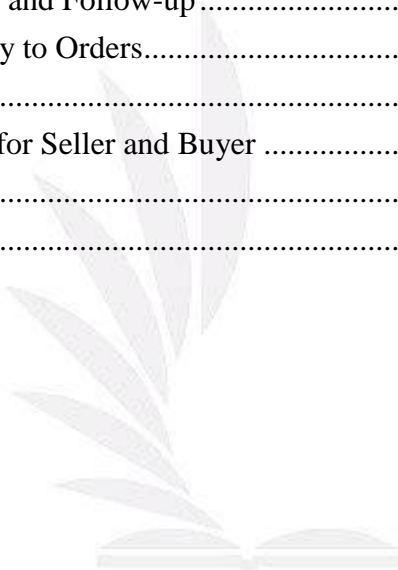
Abstract

This study delves into the nuances of the advanced course "International Trade: Practical English and Practice," which is carefully structured to provide a deep comprehension of international trade procedures. Based on a learning-focused methodology, the course skillfully integrates theoretical understanding with applied skills, giving students the tools they need to successfully negotiate the challenges presented by global corporate settings. The development of a thorough understanding of the international commerce process is fundamental to the course's goals. The instructional core consists of lively lectures, participatory discussions, and real-world case studies that facilitate an in-depth investigation of fundamental ideas, rules, and operational details. This learning-centered approach aims to clarify basic concepts so that participants can acquire a sophisticated comprehension of international commerce protocols. The development of manual compilation skills—which are essential for situations involving international trade—is one of the course's main goals. Using a learner-centered approach, the course mirrors real-world trading scenarios and incorporates group projects and practical exercises with ease. By putting applications ahead of theory, this method increases participant engagement and equips them with the real-world skills necessary to succeed in global corporate environments. Additionally, the curriculum lays a strong focus on developing effective English communication skills in a professional context. When a presentation technique is well-thought-out and smoothly integrated, language growth naturally occurs. This is especially true for organized oral presentations given in international corporate settings. In addition to teaching language competency, this method instills the confidence needed for competent and successful communication in the fast-paced, globally interconnected corporate world.

Keywords: International Trade, Business of Trade, Business English Communication, Global Business Environments, Learning-oriented Approach, Practical Abilities

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Introduction

This paper has been brought to you by six students from the Bachelor's Program of International Business Administration in English department. The course, International Trade: Practical English and Practice, took place in the fall semester of the academic year 2023.

The course aims to provide students with an understanding of the process of international trade and the current operations in different countries and styles. Moreover, we expect to be familiar with trading letters, letters of credit, as well as trade-related financial and shipping documents.

Throughout the semester, the course is divided into 14 chapters, including the design of the business card and practice of the signing authority, looking for new customers in the current market, trade enquiry and reply to enquiry, and asking for samples and catalog, etc. From each chapter, we are bound to learn important trade-based knowledges.

This course is divided into three sections, with one hour each for three hours at a time on Friday morning. In the beginning, Dr. Lu will first explain the chapter contents with provided slides and real-used examples for different situations. For example, how to write a proper letter of credits, how to do citations for letters, and what is the most proper way to start and end a formal business letter. The second hour is left with the groups; each group spends around 40 to 50 minutes doing the in-class tasks required. We follow the examples in texttextbooks and on slides, then improvise to finish our own class contents. Groups separate into different parts; for example, the most common way is to split the whole team in half. The first half focuses on the importer's information, and the other half does the exporter's part. This could potentially let all of the teammates participate in various coursework. The last and final section of the class is the presentation part; each group takes turns going on stage to introduce the import and export company, the contents of the coursework, and some important additional information. After the presentation part, students give opinions on the coursework and provide new and interesting information to the presenting group.

During the following chapters, we will slowly but steadily demonstrate each chapter, providing our coursework as an example.

Chapter 1: Import and Export Company

The first chapter of introduction of business English between import and export company mainly focus on the fundamental knowledge of how international trade work. A specialist form of the language called "business English" is necessary for efficient communication in the business sector, especially in international trade. It entails communicating intelligibly and precisely via a variety of channels, including formal correspondence, emails, presentations, and negotiations. Beyond linguistic proficiency, business English proficiency includes knowledge of paperwork requirements, cultural quirks, and terminology unique to the communication between these two companies. Commercial English is essential for establishing successful international commercial partnerships, preventing misunderstandings, and promoting trust in the global marketplace where cross-cultural contacts are frequent.

Business English includes a variety of crucial elements for efficient professional communication, going beyond grammar and writing abilities. To ensure competence in the particular protocols of cross-border transactions and familiarity with business terminology peculiar to global trade, it includes an emphasis on international trade practices. Business English encompasses not only the development of broad business knowledge but also the promotion of industry-specific terminology and market trends understanding. The significance of email communication is also highlighted, necessitating proficiency in grammar as well as the capacity to communicate effectively and adjust to various corporate settings. All things considered, Business English provides a thorough foundation that gives professionals the language, cultural, and contextual know-how needed to succeed in the fast-paced world of modern international business.

For the class activity, Dr. Lu specifically required us to find exporters and importers in different countries. Thus, for our group, we decided to go with two pseudo companies: GL Mech Company, which specializes in making electric batteries and other electronic parts, and Bolbo Company, which sells electric cars. We used real data from both GL Chem and Bolbo Company, which can be seen in the reference section.

Chapter 2: Letter Formats

In this chapter all the data and information are primarily concentrated on how to write a correct business letter, which is crucial while operating in a dynamic business world. It helps students understand several points, such as what are the main components that have to be included in a business letter to meet professional standards, other elements that could be added to the main structure of a letter, diverse typing styles followed by different punctuation rules and the right way to indicate information on the envelope before sending it to the recipient. Learning and mastering all these topics will assist business practitioners to build fundamental knowledge in communication necessary in international trade.

In accordance with our textbook, there are seven major parts that have to be followed while composing a business letter, including “Letterhead” that represents company identity and contains business’s name, contact information, etc., “Date”, “Inside Name and Address”, “Salutation”, “Body”, “Complimentary Close” and “Signature and Official Position”. A lot of importance has been accentuated on the title to use while addressing to someone in the “Inside Name and Address” section and the suitable way to write the date in the “Date” section, in order to avoid conflicts and misunderstandings that may arise as a result of different customs in indicating time, since in international trade domestic and foreign businesses have to intercommunicate.

In business letter writing, not only does the content matter, the position of the content on the paper is also essential (ex: in the middle, on the right). The position of seven main parts mentioned above and punctuation is dependent on the typing style used in business letter. The accurately written business letter can become a helping tool for companies to make deals and foster new partnerships that will enhance business landscape.

During the in-class practice, Dr. Lu assigned each team to discuss how to write the business letter for the representatives of the companies that every group has previously chosen as exporter and importer side. Since we became familiar with the structure of a formal letter, our team began with putting in writing letterheads for both import (Bolbo Company) and export (GL Mech Company) companies and thought carefully on the salutations and complimentary closes that would be appropriate to use for people on official positions from either importer or exporter sides, without having their personal information, like age or marital status.

Chapter 3: The Seven C's in Writing English

Business Letters

The third chapter is emphasized on the seven C's that are suggested to be used in writing good business letters in English. In today's world where resources are limited, businesses have to be participants in international trade, thus communicating with partners, suppliers and customers in many ways, from which one of the most commonly used ones is a business letter. On the grounds of this, the information in the business letter that is being written from the name of the company has to be beyond the shadow of a doubt, since it plays a significant role in shaping the future of a business.

Seven C's stand for Completeness, Clearness, Correctness, Concreteness, Conciseness, Courtesy and Consideration, which serve as a guidance to formulate accurate and unquestionable sentences used in the composition of a business letter. As stated in the textbook, seven C's allude to providing full information that will prevent misapprehension and misunderstanding by the recipient of a business letter. Therefore, it is pointed out that structure and words used in sentences should be uncomplicated, understandable and compendious for a letter to be more viable. Over and above that, a key point of effective communication in business is to try to see through the eyes of a recipient of a letter, thus the correct usage of "You-Attitude" and expressions full of respect must be given attention to.

As an in-class practice, Dr. Lu gave all teams a task to find more information about importer, exporter and a specific product that will be imported, consequently helping us to form an initial idea on what information to include while writing our business letter. After that each team had to exercise how to use seven C's while writing business letters in the future classes. Our team has found more details about importer (Bolbo Company), exporter (GL Mech Company) and product to be imported (electric car batteries). Then, we divided our team into two sides, one responsible for an export and the other for the import of a product and discussed the usage of seven C's, thus improving our professional business writing knowledge.

Chapter 4: Looking for Customers

This chapter aims at enhancing the knowledge and awareness about the practices which can assist businesses, either the importer or exporter side, to prospective potential clients in the market. Customers are an essential element in the business model of each company, since they consume and put to use the product offered by a supplier, thus being familiar with sources that facilitate in gaining the customer base will contribute to improve the global trade of goods and services across the international spectrum. Chapter 4 will guide students to write eloquent business letters used in international trade practices to find clients that have indispensable and leading role in the business.

As mentioned in the textbook, four main sources to seek out the customers are advertisement, recommendation, various trade organizations and show/fair/exhibition. Depending on the nature of their business, companies can choose the best and most suitable source to approach for finding potential customers by writing an effective business letter. It is recommended that the structure of the business letter at the outset should consist of introduction, where it has to be pointed out what is the source that a company is requesting to cooperate with looking for customers and reasons to choose that specific source (ex. The world trade center, partners the company have been working with, business associations, etc.). Since the source may not be familiar with the company that has sent a business letter, the introduction part should be followed by the brief and constructive information representing the primary activities, operations and point of purchase of the sender. In the end, it is important to call attention to the action part, which is to show that a company is looking forward for a response to the letter. While writing a business letter with the aim to find customers, it is crucial to remember and follow the basic structure and suggestions specified in the second and third chapters.

As a practice in a class, Dr. Lu assigned each team to search for one or two sources that will help to find customers for the companies chosen on the previous lessons (we proceed with Bolbo Company and GL Mech Company) and to write professional business letters to those sources. Our team has focused on writing two business letters from Bolbo Company that manufactures electric vehicles to find customers. All the names used in our letters are imaginary. First letter was written to the advertising platform based in Indonesia to cooperate with Bolbo and place the advertisement on their website in order to increase customer awareness of Bolbo cars in Indonesian market. The second letter is about Bolbo's polite inquiry for recommendation of new suppliers from its exporter of car batteries GL Mech. This exercise boosted our skills in searching out new customers for the companies, which is a valuable experience for us as business students.



October 13, 2023

Future Digital Indonesia
East Jakarta City, Jakarta, Indonesia

Dear Sirs,

The Bolbo Company has taken notice of your notable track record in crafting impactful online advertisements, and we hold the belief that your website stands among the most influential and popular platforms in Indonesia.

As a prominent figure in the automotive industry, we, the Bolbo Company, are recognized for our commitment to uniqueness, safety, sustainability, and Scandinavian design. Beyond automotive manufacturing, our operations extend to the production of industrial engines and construction equipment. With production facilities spanning 18 countries and a global reach that encompasses over 190 nations, we are keenly interested in exploring opportunities within the rapidly growing Indonesian market.

In light of this, we kindly request your cooperation and assistance in featuring our advertisement on your esteemed website. Your prompt response to this matter would be greatly appreciated.

Sincerely yours,

Name & Surname
Manager

Chapter 5: Trade Proposal

Trade proposals are important for both exporter and importer to find customers, based on this chapter, we will be discussing about four different kinds of letter when it comes to the source.

1. Advertisements/Directories:

Companies get together to take advantage of the exposure and authority that come with industry-specific directories or advertising platforms. Together, they can produce more effective listings or ads that speak to their target market. For instance, two software firms with distinct specializations in digital marketing may work together to create a co-branded ad that appears in a well-known magazine for the marketing sector. This gives them the opportunity to highlight related services and connect with more prospective customers who are already considering digital marketing solutions. Their combined appearance in reliable directories and platforms boosts their credibility and increases the possibility of drawing in qualified leads.

2. Recommendation:

This plan is predicated on the ability of personal recommendations and reciprocal trust to spur economic expansion. Companies refer one another's goods and services to their personal networks of customers or associates. For example, if a client needs branding services, a web development agency might suggest a graphic design company. Because it originates from a reliable source, this advice has more weight, which boosts confidence and increases the chance of conversion. Businesses may naturally increase their reach and tap into one other's consumer base by trading suggestions, all without investing in pricey advertising efforts.

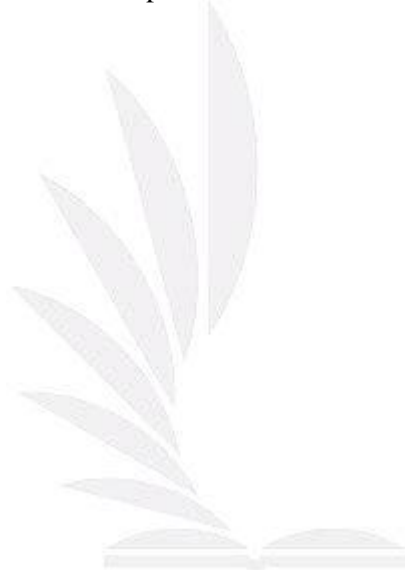
3. Various Trade Organizations:

Businesses can have access to a multitude of tools, networking opportunities, and industry insights by collaborating inside trade associations. Manufacturers of environmentally friendly packaging materials, for instance, might become members of a trade association for environmental sustainability. By attending the association's workshops, conferences, and events, they may network with other like-minded companies, remain informed about changes to the law, and have access to research and development projects that promote sustainable business practices. Businesses can show their dedication to innovation and best

practices while also increasing their industry visibility by partnering with respectable trade associations.

4. Show/Fair/Exhibition:

By taking part in trade shows, fairs, or exhibits, companies can directly present their goods or services to a captive audience. A health and wellness company, for instance, can set up shop at a fitness expo to advertise their selection of workout gear and supplements. By putting up interactive displays, doing product demos, and interacting with guests, they can get feedback, create new relationships with distributors or retailers, and generate leads. They can also keep an eye on industry trends and rivals, gathering important market intelligence for their upcoming plans. Trade exhibitions offer a distinctive chance for companies to leave a lasting impression and form deep ties within their sector.





October 20, 2023

GL Ltd.
128 Yeoui-daero, Yeoui-dong,
Yeongdeungpo-gu,
Seoul, South Korea

Dear Sirs,

We greatly value our partnership with GL as a trusted supplier of high-quality batteries for our electric vehicles at Volvo.

As our business continues to expand rapidly, we are in search of new suppliers who share our commitment to excellence and innovation. Given the success of our collaboration, we believe that GL is in a unique position to recommend other suppliers who meet our standards for quality and reliability.

We kindly request your assistance in providing recommendations for potential new suppliers. Your insights and expertise in the industry would be invaluable to us as we seek partners who can contribute to our growth and uphold our dedication to sustainability.

We eagerly await your response and any recommendations you can provide. Please feel free to contact us at volvo@gmail.com or 800 30 060 for any further details or discussions.

Thank you for your continued support, and we look forward to your response.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Buianaeva Dashima', written in a cursive style.

Buianaeva Dashima
Manager

Chapter 6: Credit Enquiries and Replies

This chapter refers to how companies make credit enquiries.

1. **Credit Inquiries:** Lenders and creditors that make requests to view a person's or company's credit report and score are referred to as credit inquiries. These questions assist lenders in determining the applicant's creditworthiness prior to granting credit or authorizing a loan.
2. **Replies to Credit Inquiries:** Answers to credit queries are the comments given by credit reporting organizations or bureaus in response to questions posed by creditors or lenders. The credit reporting agency creates a response with the pertinent data required when a lender sends a request for a person's or company's credit report. Typically, this response contains information about the applicant's credit history, credit score, amount of outstanding debt, payment history, and any negative marks. When deciding whether to approve or reject a credit application, lenders can make well-informed decisions thanks to the information supplied in the reply. The response might also contain information regarding the quantity of recent inquiries made on the applicant's credit report, which could be a sign of the applicant's recent credit-seeking activity. Lenders can use this information to evaluate the applicant's total credit risk and establish the terms and conditions of the credit being extended. Both people and companies have the right to see their credit reports and the responses to credit inquiries submitted on their behalf. Customers may find any errors or inconsistencies in their credit reports thanks to this transparency, which also helps them understand how their creditworthiness is assessed.

Chapter 7: Agreement on General Terms and Conditions of Business

Like laws, during the occasion of an international business and trade, it is crucial for both companies have agreements before they start trading. The primary purpose of an Agreement on General Terms and Conditions of Business is to establish clear guidelines and expectations for the parties involved in a business relationship. It helps prevent misunderstandings and disputes by providing a standardized set of rules that apply to all transactions.

Listing general terms of quotation and acceptance including comprehensive details about the goods or services being offered, such as the price, delivery terms, validity duration, and any applicable terms and conditions, is part of listing general terms of quotation and acceptance. The offer's details are described in the quotation, and the parties enter into a legally binding agreement when these conditions are accepted. Protecting the interests of both the seller and the buyer in commercial transactions requires it to be clear, transparent, and mutually understood.

A number of controlled actions are conducted when an order is placed to guarantee the efficient processing and completion of the transaction. It starts with the order details being received and verified, then the customer is notified. Following order processing, the products are packaged, and shipping or delivery is scheduled. Order completion is verified upon successful delivery, and billing and payment processing are started. It is possible to offer post-sale help to handle any questions or concerns from customers. These controlled procedures guarantee accurate and timely order processing, which in turn results in a positive experience for both the customer and the vendor, which all of them should also be in the agreement to make sure the process is referred to a standardization system.



AGENCY AGREEMENT

The contracting parties, LG Chem Corporation (referred to as Party A) and Volvo Limited Company (referred to as Party B), hereby agree to enter into the following contract and mutually abide by its terms.

1. Definitions:

"Region" refers to Korea.

"Customer" refers to customers located in Korea.

"Product" refers to batteries used in the electronic vehicle production.

2. Designation:

Party A designates Party B as its non-exclusive agent within the "Region" to market and sell the "Products" to the "Customers."

As an agent of Party A:

(1) Party B shall promptly transmit to Party A any proposals or orders received from the "Customers" and communicate with the "Customers" regarding Party A's sales rules and conditions.

(2) Party A has the right to reject any orders transmitted by Party B.

(3) Party B is not authorized to sign any contracts on behalf of Party A, nor is it allowed to bind or attempt to bind Party A in any way.

3. Commission and Expenses of the Sales Agent:

Commission:

(a) Upon Party A's acceptance and fulfillment of orders obtained by Party B, and upon the "Customer" clearing the payment, Party B is entitled to a commission equal to four percent (4%) of the "Free on Board (FOB) price" value of the "Products" sold by Party A in the "Region."

(b) If the "Customer" pays all outstanding amounts to Party A in any given month, the date on which Party B receives the commission shall not be later than the end of that month.

(c) Party A may choose to pay the commission to Party B in Japanese Yen or US Dollars.

Agent's Expenses:

Unless otherwise agreed, the commission paid under this agreement shall be the sole compensation for services rendered under this agreement. Party B shall bear all expenses incurred in providing its services, including but not limited to personnel, office, and travel expenses.



AGENCY AGREEMENT

4. Responsibilities of Party B:

Marketing and Promotion:

(a) Party B shall actively seek orders for the "Products" from "Customers" in the "Region" and exert its best efforts to market and promote the "Products" while safeguarding its interests.

(b) Both parties shall engage in periodic consultations to review marketing and promotion plans, and Party A shall support Party B's marketing and promotion activities by dispatching appropriate personnel, such as technicians or sales representatives, to the "Region" at its own expense. The frequency and duration of visits to the "Region" shall be determined by Party A after consulting with Party B.

Information:

(a) Party B shall inform Party A of market conditions, competition in the "Region," and any unauthorized use of Party A's trademarks, patents, or other intellectual or industrial property by third parties.

(b) Party B shall submit a monthly report to Party A within seven working days of the first day of each month, detailing the work completed in the previous month.

Confidentiality:

(a) Party B agrees not to disclose any confidential information received from Party A to third parties. The use of such confidential information is limited to the terms of this agreement, and Party B, on behalf of its management and employees, undertakes to abide by this commitment.

(b) Party B shall take precautionary measures to protect confidential and proprietary information to prevent its unauthorized disclosure. This provision remains effective after the expiration or termination of this agreement.

Customer Claims:

(a) Party B shall investigate complaints and claims made by "Customers" regarding the "Products." Party B shall promptly inform Party A of such matters and provide Party A with appropriate samples of the "Products" for analysis. Party B shall continue to monitor and address the issues in a manner that best serves the interests of Party A until a resolution is reached, unless explicit written approval is received from Party A.

Bidding and Inquiries:

Party B shall promptly notify Party A of all bidding requirements and other potential transactions, strictly adhering to the prices, specifications, and conditions periodically formulated and communicated by Party A. Party B shall exert full effort in marketing and selling the "Products."

Non-competition:

Without Party A's consent, Party B shall not market or sell the "Products" outside the "Region" and shall not market, sell, or provide support or consultation for any products that may compete with or interfere with the sale of the "Products." Party B is not authorized to engage in any affairs of Party A unless explicitly approved in writing.

Creditworthiness:

Upon the transmission of an order to Party A, Party B shall use its best efforts to assess the creditworthiness of the "Customer" and assist Party A in collecting overdue payments.

Records:

Party B shall maintain records of existing and potential "Customers" in a format acceptable to Party A and periodically transmit them to Party A.



AGENCY AGREEMENT

5. Duration:

This agreement shall take effect from the date stated on the first page and shall remain in full force for an initial period of one year. This agreement shall automatically renew under the same terms and conditions for successive one-year periods unless either party gives written notice of termination to the other party at least sixty days before the expiration of the initial or any renewal term.

6. Termination:

Either party has the right to terminate this agreement when:

(a) The other party experiences financial difficulties, is declared bankrupt, enters into litigation with its creditors, transfers its interests for the benefit of its creditors, voluntarily files for bankruptcy, is appointed a trustee or receiver (or similar), or is subject to involuntary bankruptcy proceedings initiated by a third party; or becomes the subject of liquidation or dissolution; or ceases operations.

(b) One party materially breaches the terms and conditions of this agreement, and the defaulting party fails to fully remedy the breach within thirty days after receiving notice of the breach from the non-defaulting party.

Obligations and rights arising on the termination or expiration date of this agreement shall not be affected by the termination or expiration of this agreement.

7. Force Majeure:

If either party is prevented from performing its obligations under this agreement by events beyond its reasonable control, including but not limited to acts of God, riots, fires, explosions, floods, inability to obtain fuel, power, raw materials, containers, or transportation equipment, accidents, machinery or equipment breakdowns, labor disputes or shortages, national defense requirements, or government laws or regulations (whether effective or not, including but not limited to restrictions on priorities, requisitions, allocations, or price adjustments), such party shall not be held responsible, provided that Party B shall fulfill its obligation to deliver the "Products" and pay the purchase price in any circumstance. If the delivery is delayed for more than thirty days due to the circumstances specified in Article 7, either party may cancel the delivery promptly upon notifying the other party, and neither party shall bear any responsibility for such cancellation. In this case, the canceled quantity shall be deducted from the total quantity of the buying and selling obligations of both parties.



AGENCY AGREEMENT

8. Transferability:

Either party has the right to transfer this agreement without the written consent of the other party, except for the wholly-owned subsidiaries owned by the transferring party.

9. Governing Law and Arbitration:

This agreement shall be governed and interpreted by the laws of the Republic of China (Taiwan). Any dispute arising from this agreement shall be finally resolved by arbitration under the rules of conciliation and arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with those rules. The arbitration shall take place in Taipei. The arbitral award shall not be subject to appeal and shall be binding on both parties.

Contracting Parties:

Party A: GL Corporation

CEO :

A handwritten signature in black ink, appearing to read "Kevin Z.", written over a large, faint, light-colored watermark of the GL logo.

Address: 128 Yeoui-daero, Yeoui-dong, Yeongdeungpo-gu, Seoul, 07336

Party B: Bolbo Limited Company

Representative:

Address: att:Data Protection Officer, Avd 50092 VAK, SE-405 31 Gothenburg, Sweden.

Chapter 8: Letter of Credit Transaction

A Letter of Credit (L/C) is a form of credit that allows the exporter to receive payment after fulfilling all the requirements specified in the L/C. There are several parties involved in an L/C transaction. The buyer applies for the L/C at the opening bank, and the confirming bank guarantees the payment under the L/C. Typically, the exporter chooses a familiar bank to deposit the remittance. Additionally, the advising bank ensures the transmission of the L/C, while the paying bank and reimbursing bank are responsible for making payments or reimbursing the funds. L/C can be divided into different categories. (1) Revocable or irrevocable (2) Confirmed or unconfirmed (3) sight or usance (4) negotiation or straight (5) clean or documentary (6) master or back-to-back (7) traveler's or commercial (8) standby (9) red clause. Depending on the situation, different letters of credit will be issued.

During an L/C (Letter of Credit) transaction, the exporter receives an order from the importer. After confirming the order, the exporter sends a sales confirmation to the importer. The importer is then responsible for applying for the letter of credit. The buyer's bank sends the L/C to the advising bank and the seller's bank. After completing the order, the exporter can receive payment from this transaction. Finally, the seller's bank sends the freight receipt to the bank, and the bank requests payment from the importer.

In addition to the letter of credit, there are also documents against payment (D/P) and documents against acceptance (D/A). However, L/C transaction is the least risky. Therefore, we have simulated Bolbo placing an order for 10,000 batteries from GL. In relation to this transaction, we have written three letters. The first letter is from GL, expressing gratitude for Bolbo's order and previous collaboration, and requesting Bolbo to open a letter of credit to ensure a smooth transaction. The second letter is Bolbo's response regarding the opening of the letter of credit. Bolbo is willing to open the letter of credit and provides details of the credit, but requires GL to provide bank information for the issuance of the letter of credit. Upon receiving all the information, Swedbank will officially issue an irrevocable letter of credit to GL with a validity period of one year and an amount of 8 million US dollars. The third letter is GL's gratitude to Bolbo for opening a letter of credit to express its gratitude, and informing them of the ship, date, freight rate and shipping details.



October 25, 2023


Ms. Dashima Buianaeva
Purchase Manager
Bolbo Car Corporation
att:Data Protection Officer, Avd 50092 VAK, SE-405 31 Gothenburg, Sweden.

Dear Ms. Dashima,

Thank you for placing an order for Item No. S60 T5 batteries, totaling 10,000 pieces. We are pleased to confirm the order and are enclosing our Sales Confirmation from the last season.

Based on our collaboration during the previous season, we are highly satisfied with the partnership between our two companies, which has spanned several years.

In light of our longstanding relationship, we kindly request and would greatly appreciate it if you could promptly open a Letter of Credit (L/C) in our favor.

Considering the current circumstances, we would be grateful if the  L/C could be initiated before November 10th, aligning with our scheduled shipping date for the goods.

Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Kevin Zhou".

Kevin Zhou
Sales Manager

 +82 (0)2 3777 1114
 b2b.servicerequest@lge.com
 156 Yeoui-daero, Yeoui-dong, Jongno-gu, Seoul, South Korea



November 1, 2023
GL Mehc Ltd.
156 Yeoui-daero, Yeoui-dong, Jongno-gu,
Seoul, South Korea

Dear Mr. Zhou,

We are writing to confirm our agreement to open a Letter of Credit (L/C) in connection with our recent order for batteries for electric cars, as outlined in our Purchase Order NO S 60 T5 dated November 1, 2023. This correspondence serves as an official document expressing our commitment to proceed with the necessary financial arrangements for the mentioned purchase.

Details of the Letter of Credit:

1. L/C Number: 47539257
2. Amount: 8 million USD
3. Beneficiary: GL Mehc
4. Issuing Bank: Swedbank
5. Expiry Date: November 1, 2024

We kindly request that you provide us with the relevant banking details and documentation required for the establishment of the Letter of Credit. Your swift response and cooperation in this matter will ensure the seamless progression of our transaction.

Please consider this letter as an integral part of our commitment to a successful business relationship. We look forward to receiving your prompt acknowledgment and the necessary information to initiate the Letter of Credit process.

Thank you for your attention to this matter. Should you have any questions or require further clarification, feel free to contact us at Bolbo@gmail.com.

Sincerely yours,

A handwritten signature in black ink, appearing to be 'Dashima Buianaeva', written in a cursive style.

Dashima Buianaeva
Purchase Manager

Swedbank 

Nordea 

S|E|B

Swedbank

Date: November 1, 2023

Issued By: Swedbank. Landsvägen 40, Sundbyberg Järnvägsgatan 18, Sundbyberg

Beneficiary: GL Mehc Ltd. 156 Yeoui-daero, Yeoui-dong, Jongno-gu, Seoul, South Korea

Applicant: Bolbo Car Corporation. Data Protection Officer, Avd 50092 VAK, SE-405 31 Gothenburg, Sweden.

Irrevocable Letter of Credit Number: 47539257

Amount: 8 million USD

Effective Date: November 1, 2023

Expiration Date: November 1, 2024

We hereby issue our irrevocable letter of credit number 47539257 in your favor for the account of Bolbo Car Corporation for a sum not to exceed 8 million USD.

This irrevocable letter of credit is given as security for the benefit of a party who may suffer damages resulting from the failure of Bolbo Car Corporation to meet or perform its obligations under Sweden Occupations Code, Chapter 1304, or the rules or regulations pertaining thereto.

We will honor your draft at sight drawn on Sweden in an amount not to exceed 8 million USD in the aggregate. Drafts hereunder must be marked "Drawn Under Irrevocable Letter of Credit No. 47539257", and must be accompanied by a written statement from you stating that Bolbo Car Corporation failed to meet or perform its obligations under Sweden Occupations Code, Chapter 1304, or the rules or regulations pertaining thereto. Such a statement is to be signed by an authorized official of the Beneficiary.

It is a condition of this irrevocable letter of credit that it shall be automatically extended without amendment for an additional period of one (1) year from the original expiration date and each future expiration date, unless at least sixty (60) days prior to the then current expiration date, we send notice in writing to you that we elect not to automatically extend this irrevocable letter of credit for an additional one (1) year period. Notification will be sent to the Beneficiary at the address above and to the attention of "Compliance Division--Service Contract Providers Program."

We agree that we shall have no duty or right to inquire as to the basis upon which Beneficiary has determined to present to us any draft under this irrevocable letter of credit. Any draft(s) drawn under and in compliance with the terms and conditions of this irrevocable letter of credit will be duly honored. Multiple and partial drafts are permitted, not to exceed the aggregate amount of this irrevocable letter of credit.

Drafts on the irrevocable letter of credit shall be submitted to: <Swedbank , Landsvägen 40, Sundbyberg Järnvägsgatan 18, Sundbyberg. +4685859000>

Signature of Authorized Bank Official

Swedbank

Swedbank



Date November 1, 2023



November 3, 2023

Ms. Dashima Buianaeva
Purchase Manager
Bolbo Car Corporation
att:Data Protection Officer, Avd 50092 VAK, SE-405 31 Gothenburg, Sweden.

Dear Ms. Dashima,

I hope this letter finds you well. I am writing to express my sincere gratitude for the Letter of Credit No. S60 T5 batteries, amounting to US\$8,000,000. Your prompt and efficient handling of the L/C played a crucial role in ensuring the smooth and successful completion of the transaction, and I wanted to take a moment to convey my appreciation. The L/C not only served as a financial instrument but also as a testament to the reliability and trustworthiness of your organization.

As arranged, the batteries will be shipped per s.s Asahi J-25 sailing from Inchon on November 10, with ETA Gothenburg around November 30.

Once again, thank you for your invaluable support, and I look forward to the opportunity to collaborate on future endeavors. Please feel free to reach out if there are any ways in which I can reciprocate your assistance or if you have any additional information or requirements. Wishing you continued success in all your endeavors.

Sincerely,

A handwritten signature in black ink that reads "Kevin Zhou".

Kevin Zhou
Sales Manager

+82 (0)2 3777 1114
b2b.servicerequest@lge.com
156 Yeoui-daero, Yeoui-dong, Jongno-gu, Seoul, South Korea



November 3, 2023

Ms. Dashima Buianaeva
Purchase Manager
Bolbo Car Corporation
att:Data Protection Officer, Avd 50092 VAK, SE-405 31 Gothenburg, Sweden.

Dear Ms. Dashima,

Thank you for your enquiry on November 24, 2023 concerning the ocean freight Gothenburg for 10,000 pieces of S60 T5. We are pleased to inform you that the freight rate is as follows:

★ **US\$ 45** per cubic meter(CBM) or 1,000 kilos.
The rate is the agreed minimum freight rate.

As to the vessel for the above line, there is one liner :

s.s Asahi J-25 sailing around November 30, 2023

★ **Here are the details of the shipment :**

Shipment : DHL
Depart : Inchon, November 30, 2023
Arrival : Gothenburg, December 20, 2023
Measurement : 90 CBM
Freight : US\$4,060

We value the trust you have shown in our company and look forward to delivering results. Please do not hesitate to contact us if you have any further questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Kevin Zhou".

Kevin Zhou
Sales Manager

☎ +82 (0)2 3777 1114
✉ b2b.servicerequest@lge.com
📍 156 Yeoui-daero, Yeoui-dong, Jongno-gu, Seoul, South Korea

Chapter 9: Marine Cargo Insurance

In international trade, except for high unit prices or small goods transported by airplane, most of them are transported to all over the world by sea freighter, so the time and risk are relatively large. To avoid the loss during the transportation, the goods will have to be insured.

There are several types of losses when it comes to maritime cargo. If all the insured goods are completely destroyed, it is considered a Total Loss Only (TLO). When some of the goods are damaged during transportation, it is referred to as a partial loss. Goods that are abandoned in case of an emergency are known as general loss, and the owners of these goods share the loss collectively. On the other hand, particular loss refers to the accidental loss or damage of specific items. By understanding these different classifications of losses, we can identify and handle compensation issues when unexpected situations arise in trade.

Marine cargo insurance is primarily divided into two categories: basic insurance and additional insurance. The classification is based on factors such as the nature of the cargo loss, whether the goods are accidentally exposed to water, and whether there is any mutiny by the crew. For basic insurance, ICC(A) is an insurance which covers general loss, particular loss and additional insurance, but does not include war risks and strike riot, civil commotions. ICC(B) covers particular loss and general loss. ICC(C) just covers the general loss. If additional insurance for risks such as theft, strikes, riots, and so on is desired, it is necessary to purchase additional insurance.

In general, when exporters choose to insure the goods, they will get an insurance policy; if they have regular shipping activities, they will choose to sign a higher insurance policy. After each shipment, you will receive an insurance certificate for negotiation.

We simulated that during the transportation process, ten batteries were damaged. The first letter is Bolbo expresses the hope that GL can provide replacement for these ten batteries within thirty days, in order to ensure product quality and stable operations. Attached are the relevant information for reshipment to ensure a stable cooperative relationship. The second letter is that GL expresses a deep apology to Bolbo and says that it has found the cause of the product damage, and will immediately replenish these ten batteries and apologize again for the inconvenience caused. In order to retain Bolbo, GL wrote a third letter to ask why we have not kept in touch in the past few months, and apologized again for the last damage to the goods, and assured the importer that similar problems will not occur in the future. We hope that we can continue to cooperate based on the previous relationship.



BOLBO

December 21, 2023

LG Chem Ltd.

128 Yeoui-daero, Yeoui-dong,
Yeongdeungpo-gu, Seoul, 07336

Dear Mr. Zhou,

We wish to express our gratitude for the recent shipment of 10,000 ion batteries for electric cars, as per our order **[Order Form NO S 60 T5]**. However, upon thorough inspection, we regret to inform you that approximately **0.1%** of the received batteries have been identified as damaged or unsuitable for use.

Details of the Damaged Batteries:

- Quantity: Approximately **10 batteries**
- Issue: [Specify the nature of damage or issue]

We understand that unforeseen incidents can occur during the transportation process, and we appreciate your immediate attention to this matter. To ensure the continuity of our operations and maintain the high standards we uphold, we kindly request the replacement of the damaged batteries within the **next 30 days**.

Please expedite the necessary arrangements for the replacement shipment, and provide us with the relevant tracking information once dispatched. We believe in the quality of LG Chem's products and appreciate your swift resolution of this matter to maintain our strong partnership.

Should you require any additional information or clarification, please do not hesitate to contact us at volvocar@gmail.com.

Thank you for your prompt attention to this issue, and we look forward to a swift resolution.

Sincerely,

A handwritten signature in black ink, appearing to be "Dashima Buianaeva".

Dashima Buianaeva
Purchase Manager



December 22, 2023

Ms. Dashima Buianaeva
Purchase Manager
Volvo Car Corporation
att:Data Protection Officer, Avd 50092 VAK, SE-405 31 Gothenburg, Sweden.

Dear Ms. Dashima,

We deeply regret to learn from your letter dated December 21, 2023, that ten of our S60 T5 batteries in your order have been either damaged or rendered unusable.

Following a thorough investigation and inspection, we identified a flaw in one of our new supply chain components related to the quality of our gears. Once this issue was brought to our supervisor's attention, swift actions were taken to redirect our supply chain to a more secure and reliable source.

Additionally, we have thoroughly reviewed and reinforced our packing, transportation, and shipping procedures to ensure compliance with our company regulations.
★ Consequently, we will be strengthening our policies to guarantee that our products remain undamaged throughout the logistics process.

We sincerely appreciate your patience in awaiting the arrival of our new supplements in Gothenburg. As per your request, we are dispatching ten replacement S60 T5 units and deeply regret any inconvenience we may have caused you.

Sincerely,

A handwritten signature in black ink that reads "Kevin Zhou".

Kevin Zhou
Sales Manager

☎ +82 (0)2 3777 1114
✉ b2b.servicerequest@lge.com
📍 128 Yeoui-daero, Yeoui-dong,
Yeongdeungpo-gu, Seoul, 07336



May 1, 2024

Ms. Dashima Buianaeva
Purchase Manager

Volvo Car Corporation

att:Data Protection Officer, Avd 50092 VAK, SE-405 31 Gothenburg, Sweden.

Dear Ms. Dashima,

It has been 5 months since your last order has been replaced. We are reaching out to inquire whether you require any further cooperation or would like to engage in negotiations before making a new decision to place an order.

It's our policy and company culture that we maintain a positive relationship with all of our customers. We wonder if there is any special reason for your absence. Since the last order, we have thoroughly reviewed and reinforced our packing, transportation, and shipping procedures to ensure compliance with our company regulations. Consequently, we will be strengthening our policies to guarantee that our products remain undamaged throughout the logistics process. Guarantee that we won't be having any shipping issues or goods damaged for this season.

We anticipate that you may require our newest product as you prepare for your upcoming manufacturing season. For your reference, we are currently providing you our most recent brochure and price list.

If you have any more inquiries or would like to place an order for your upcoming season, kindly let us know.

Sincerely,

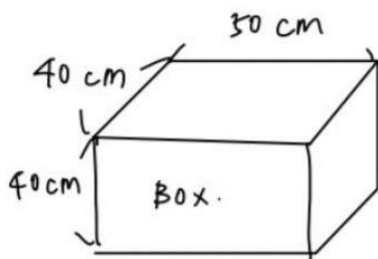
A handwritten signature in black ink that reads 'Kevin Zhou'.

Kevin Zhou
Sales Manager

+82 (0)2 3777 1114
b2b.servicerequest@lge.com
128 Yeoui-daero, Yeoui-dong,
Yeongdeungpo-gu, Seoul, 07336

SHIPPING INFORMATION

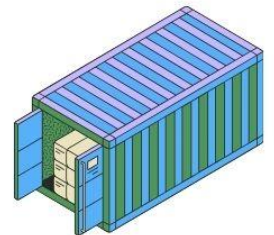
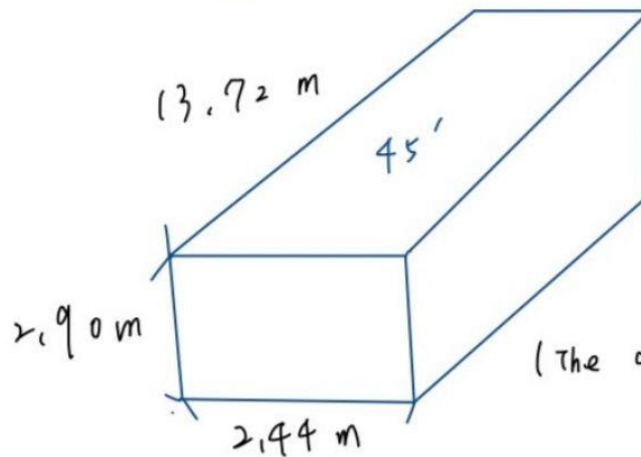
Battery : S60 T5



$$V = 80,000 \text{ cm}^3$$

$$= \underline{0.08 \text{ CBM}}$$

We have 1,000 items, so we need
 1 45' steel high cube.



(The capacity is 86.0 CBM)

BATTERY

Date: May. 1, 2024

ITEM NO.	Descriptions	Unit	Unit Price FOB Korea
1	S60 T5	piece	US\$8,000

Chapter 10 : Ocean transportation

In maritime transportation, goods and commodities are commonly loaded into containers for shipment. The standard container lengths used are twenty feet (20ft) and forty feet (40ft). Ships are categorized into two types of services: liners (scheduled services) and tramps (unscheduled services). Liner services operate on fixed shipping schedules and routes, while tramp services do not follow a predetermined schedule. If you are a member of a freight rate alliance, you can benefit from preferential shipping rates. Additionally, when there is a substantial quantity of goods, it is possible to opt for chartering the entire ship directly from the shipping company, which can be a more cost-effective solution.

In container services, there are four different methods to load and unload cargo:

- 1.CY to CY: Container Yard to Container Yard - The cargo is loaded and unloaded at the container yard at both the origin and destination ports.
- 2.CY to CFS: Container Yard to Container Freight Station - The cargo is loaded at the container yard at the origin port and unloaded at a container freight station at the destination port.
- 3.CFS to CY: Container Freight Station to Container Yard - The cargo is loaded at a container freight station at the origin port and unloaded at the container yard at the destination port.
- 4.CFS to CFS: Container Freight Station to Container Freight Station - The cargo is loaded and unloaded at container freight stations at both the origin and destination ports.

The LG battery model S60 T5 has dimensions of 50 cm in length, 40 cm in width, and 40 cm in height. With these dimensions, the total volume of one battery can be calculated as $50 \text{ cm} \times 40 \text{ cm} \times 40 \text{ cm} = 80,000$ cubic centimeters or 0.08 cubic meters. If we have a total of 1000 batteries, we can multiply the volume of one battery (0.08 cubic meters) by the total number of batteries to find the total volume needed. In this case, $0.08 \text{ cubic meters} \times 1000 = 80$ cubic meters.

Considering the capacity of the steel high cube containers, which is 86 cubic meters, we can divide the total volume needed (80 cubic meters) by the container capacity to determine the number of containers required. In this case, $80 \text{ cubic meters} / 86 \text{ cubic meters} =$ approximately 0.93 containers. Since we can't have a fraction of a container, we would need to round up to the nearest whole number. Therefore, we would need a minimum of 1 steel high cube container to accommodate the 1000 batteries.

Chapter 11: Sales Promotion and Follow-up

In the subject of business administration, sales promotion is essential, especially in global settings. A successful sales letter is a necessary tool for marketing. The goal of a sales letter is to show a customer how your business will benefit them. (“How to Write a Sales Letter (with Examples)”). Attention, interest, desire, and action are essential components in the world of sales letters. First things first, it's important to grab people's attention; this can be done with a strong title or an engaging opening paragraph. Next, by emphasizing the product or service's unique selling characteristics, the letter should spark curiosity. Showcasing the advantages and attending to the requirements or desires of the potential customer are key components in generating desire. The letter should end with a firm call to action that directs the recipient toward the next course of action.

A sales letter's efficacy is largely dependent on its structure. A captivating introduction draws the reader in and encourages them to keep reading. After that, it is crucial to provide a succinct and understandable description of the product, highlighting its benefits and characteristics. In order to increase the persuasive impact, emphasize the selling elements (e.g., exclusive perks, competitive pricing). The last element, a strong conclusion, guarantees that the reader knows exactly what to do next—whether that be buying something or looking for further information.

A sales letter's persuasiveness is greatly enhanced by its appeals. Making a personal connection with a customer can be achieved through emotional appeals like listening to their wants or problems. Factual and statistical evidence backs up logical arguments, which give the product or service being advertised more legitimacy. Combining these strategies results in a well-rounded appeal that appeals to a wide range of people and increases the possibility of a favorable reaction.

In the world of follow-up letters, some components are essential to preserving and strengthening the first impression. Customization is essential; to demonstrate real interest, bring up particulars from past exchanges. Relationships are improved when you thank customers for their business and answer any queries or concerns they may have. Offering extra details, special deals, or rewards can also be useful in promoting ongoing participation. In the end, a thoughtful, customized follow-up letter is an essential tool for developing lasting client relationships and promoting enduring loyalty.



October 28, 2023

LikeHouse kommunikation och media AB c/o Helio
Sweden

Dear Sirs,

I am writing to follow up on our recent correspondence regarding the revolutionary ion batteries offered by GL Mehc Company. Our initial discussions left us genuinely excited about the prospect of collaborating with a company as esteemed as Bolbo.

Having carefully reviewed the details of our previous communication, it is evident that both our organizations share a commitment to innovation and sustainability. At GL Mehc, we are enthusiastic about the possibility of contributing to Bolbo's success by providing cutting-edge ion batteries for your electric cars.

Our ion batteries stand out in the market due to their enhanced performance, extended lifespan, and unwavering commitment to environmental sustainability. We believe that integrating GL Mehc batteries into Bolbo's electric cars will not only elevate their performance but also align seamlessly with your company's dedication to eco-friendly solutions.

In reiterating the advantages of our products and services, allow me to highlight: 1. Performance Excellence. 2. Longevity and Reliability. 3. Environmental Stewardship.

We are keenly interested in taking the next steps towards a mutually beneficial partnership. To facilitate this process, I propose a follow-up meeting to discuss your specific requirements, address any queries, and outline a tailored plan that aligns with Bolbo's goals.

Understanding the importance of timely decisions in your industry, I encourage you to consider this opportunity promptly. Our team is ready to expedite the process and ensure a seamless integration of GL Mehc ion batteries into Bolbo's electric car lineup.

Thank you for considering GL Mehc as your trusted partner. We look forward to the prospect of contributing to Bolbo's success in the electric car market.

Best regards,

A handwritten signature in black ink that reads "Kevin Z." with a stylized flourish at the end.

Sales Manager

☎ +82 (0)2 3777 1114

✉ b2b.servicerequest@lge.com

📍 128 Yeoui-daero, Yeoui-dong,
Yeongdeungpo-gu, Seoul, 07336

Chapter 12: Orders and Reply to Orders

In business communication, especially in the field of international business administration, orders and the responses to them are essential elements. The order letter and the order form are the two most common ways that orders are placed. While the order form is a structured document that facilitates the specification of product features, quantity, and other relevant information, the order letter usually contains a written request.

Order structure is a methodical procedure that starts with expressing gratitude for the product details. The customer should then enclose the order form, clearly stating any special terms as well as any requests about delivery preferences and quality standards. In order to guarantee a seamless transaction, the order form highlights how urgent it is for the seller to complete the order as soon as possible.

An order's specifics include a number of elements that are essential to a successful transaction. It is necessary to specify the product's quantity, specs, and any extra needs in detail. When you place an order, you give this information to the vendor formally, usually by using the preferred format, such as a well-written letter or an order form that is carefully completed.

Order confirmation is just as significant since it establishes the contract between the customer and supplier. Establishing confidence and openness is facilitated by providing information on delivery schedules, any necessary clarifications, and a prompt acknowledgement of receipt of the order.

When it comes to situations where turning down an order is required, discretion and tact are crucial. Maintaining a professional relationship involves thanking the offer and explaining why it was rejected. Similar to this, it's crucial to communicate clearly and politely when canceling an order in order to control expectations and reduce any possible hiccups.

When discussions are necessary, a supplier could make a counteroffer based on other things, such as larger orders or longer terms for payment. In order to reach a mutually advantageous agreement and ensure a pleasant corporate relationship, this phase requires efficient communication.

Following up on a purchase, sellers frequently write to thank customers, get their opinion, and find out about any upcoming requirements. These letters help establish rapport and pave the way for enduring commercial relationships built on satisfaction and trust.

Good communication and a mutual knowledge of expectations are critical in the complex dance of commands and responses. A pleasant and courteous business relationship is ensured by acting with professionalism and honesty while placing, confirming, denying, or canceling orders.



December 15, 2023

GL Mech Ltd.
128 Yeoui-daero, Yeoui-dong,
Yeongdeungpo-gu, Seoul, 07336

Dear Sirs,

We are pleased to inform you that we are satisfied with both the pricing and the quality offered. Your reputation for excellence in the battery industry is well-deserved.

In light of this, we would like to proceed with the Purchase Order No. S60 T5 for 10,000 pieces of electric vehicle batteries to power our expanding line of electric cars. Please consider this communication as an official acceptance of your quotation, and we are eager to initiate this partnership.

We kindly request the necessary steps for order placement, including any documentation and terms. We require delivery before the end of March. Our team is ready to collaborate with you closely to ensure a seamless and mutually beneficial process.

Thank you for your diligence in this matter. We look forward to the successful supply of these batteries and to furthering our shared commitment to sustainable and innovative mobility solutions.

Sencirely yours,

A handwritten signature in black ink, appearing to read "Dashima Buianaeva".

Dashima Buianaeva
Purchase Manager

Chapter 13: Sales Contract

A sales contract is a detailed legal agreement that formalizes the terms of the sale of products or services between two parties. It protects both parties in the event of something going wrong, which is why they're so valuable in today's business world ("Sales Contract: Definition, Benefits, Types & Guide L Square"). To guarantee a mutual understanding and a seamless transaction, the contract specifies a number of important details.

The contract first and foremost lists the parties, including the buyer and the seller. To create a clear understanding of the entities engaging into the agreement, this section contains the legal names, addresses, and any relevant contact information.

A thorough description of the products being offered is the next essential element of a sales contract. This covers requirements such goods, quality standards, quantity, and any other pertinent information needed for both parties to fulfill their commitments. A mutual comprehension of what is being exchanged is ensured when the qualities of the items are precisely defined.

The contract specifies the shipment date in order to remove any doubt regarding the delivery of the items. This clause specifies when the customer is anticipated to receive the products and when the seller is required to deliver them. Shipment dates that are well-defined help to streamline logistics planning and avoid misunderstandings.

An essential component of any sales contract is the terms of payment. The agreed-upon payment schedules and procedures are described in this section. Giving specifics about how payments will be made—whether by letters of credit, installments, or another method—reduces the possibility of disagreements over payments.

The sales contract also addresses insurance obligations. Establishing who pays for and is accountable for goods insurance during transportation protects both parties from unanticipated circumstances that can impact the shipment.

The contract specifies how claims will be settled in the unfortunate case of damages or disagreements. By doing this, you can make sure that everyone is aware of the steps involved and that a fair and timely resolution is achieved.

Additionally, the sales contract usually states the governing laws and includes provisions for arbitration to handle future legal problems. The agreed-upon process for settling disputes outside of the legal system is outlined in arbitration contracts. The legal framework that governs the

interpretation and enforcement of the contract is established by the governing laws, which also offer a distinct jurisdiction for any disputes.

To sum up, a well-written sales contract is a vital document that not only makes a transaction clear and successful but also offers a legal framework for resolving any potential problems or disagreements between the parties. This contract serves as a formal record of the transaction, protects the interests of both parties and ensures that the sale runs smoothly (Carvajal).



SALES CONTRACT

This Sales Contract is entered into on January 27, 2024, by and between:

Seller:

GL Mehc Company
128 Yeoui-daero, Yeoui-dong, Yeongdeungpo-gu, Seoul, 07336
+82 (0)2 3777 1114
b2b.servicerequest@lge.com

Buyer:

Bolbo Company
128 Yeoui-daero, Yeoui-dong, Yeongdeungpo-gu, Seoul, 07336
bolbocar@gmail.com

1. Goods Description:

GL Mehc agrees to sell and Bolbo agrees to purchase the following goods:

- Type: Ion Batteries for Electric Cars
- Specifications: 1. Performance Excellence. 2. Longevity and Reliability. 3. Environmental Stewardship.
- Quantity: 10,000

2. Shipment Date:

The goods are expected to be shipped on or before June 15, 2024. Both parties acknowledge the importance of adhering to the agreed-upon timeline for efficient logistics.

3. Terms of Payment:

Payment for the goods shall be made in USD in accordance with the following terms: Specify payment method - Bank transfer, installment schedule - one to two months.

4. Insurance:

Responsibility for insurance during transit will be borne by GL Mehc and Bolbo Company. The party responsible will ensure adequate coverage for the goods during transportation.

5. Settling Claims:

In the event of damages or discrepancies, claims shall be settled in accordance with Bolbo Company regulations.

6. Arbitration and Governing Laws:

Any disputes arising from or in connection with this Contract shall be settled through arbitration in accordance with Bolbo Company regulations. The governing laws of this Contract shall be the laws of Sweden law regulations.

7. Miscellaneous:

- This Contract constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, or agreements, whether oral or written.
- Amendments to this Contract must be made in writing and signed by both parties.
- This Contract shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Sales Contract as of the date first above written.

GL Mehc Company



Dashima Buianaeva
Purchase Manager

Bolbo Company



Kevin Zhou
Sales Manager

Chapter 14: Common Good for Seller and Buyer

In the process of international trade, Letter of Credit is a common good for seller and buyer. Letter of Credit (L/C) is like a special promise between people who buy and sell things internationally. When you want to make sure you'll get what you paid for and the seller wants to be sure they'll get paid, they use an L/C. It's like a safe middleman – the buyer's bank promises to pay the seller once they prove they did what was promised. This way, both the buyer and the seller feel more secure, and it helps transactions happen smoothly across countries. It's a bit like having a trustworthy friend in the middle of a deal, making sure everyone keeps their word.

When you want to buy things from another country and need to make sure everything goes smoothly, you can ask your bank to open a Letter of Credit (L/C). It's like telling your bank to guarantee that you will pay the seller once they show proof they did what they promised. You provide details about the purchase to your bank, and they create this special promise to make sure the seller feels secure. This way, you show the seller that you're serious about buying, and the bank helps make sure the transaction happens without any worries for both you and the seller.

Opening a Letter of Credit (L/C) is like asking your bank to help you buy things from another country. You go to your bank and tell them what you want to buy and from whom. Then, the bank makes a special promise to the seller, saying that once they prove they did what they promised, the bank will pay them. It's like a security blanket for both you and the seller. The seller feels confident that they will get paid, and you feel sure you'll get what you paid for. This way, people can trade across borders with trust and confidence.

In addition, writing a letter to say thanks for someone's Letter of Credit (L/C) is important because it shows gratitude and appreciation. When someone opens an L/C for you, it means they are helping make your international trade smoother and safer. They are like a helpful friend in business. Saying thanks lets them know you value their support and that you're happy with the way things went. It builds good relationships and makes people feel good about helping you. Plus, it's just a nice thing to do – showing kindness and saying thanks always makes the business world a friendlier place.

Conclusion

In conclusion, gaining proficiency in Business English and mastering various letter formats is paramount for effective communication within the dynamic realm of business. A foundational understanding of these elements empowers individuals to navigate diverse business scenarios successfully. The ability to craft letters tailored for specific purposes, such as customer acquisition, trade proposals, credit inquiries, and their respective replies, is a key skill in the professional toolkit.

When delving into business transactions, establishing comprehensive agreements on general terms and conditions is crucial. These terms delineate the rules and expectations that both parties commit to adhering to throughout the course of a trade. This step sets the groundwork for a transparent and mutually beneficial partnership.

The process typically commences with the exchange of trade inquiries and their subsequent replies. This correspondence lays the groundwork for negotiation, offer creation, and acceptance. Crafting compelling sales proposals and implementing effective sales promotion strategies are integral components for attracting and retaining customers. Follow-up measures further bolster customer engagement and satisfaction, fostering long-term business relationships.

Once an agreement is reached, and an order is placed, the importance of prompt confirmation and response cannot be overstated. These actions contribute to the efficiency and reliability of the entire transactional process. The formalization of the agreement is then achieved through a sales contract, a document that consolidates the terms and conditions agreed upon by both parties, ensuring a clear and documented understanding.

In the context of international trade, the Letter of Credit (L/C) transaction plays a pivotal role. This financial instrument involves banks, adding an extra layer of security to the transaction. The buyer's bank issues an L/C to the seller, guaranteeing payment upon the completion of specified conditions, thus instilling confidence and trust between the transacting parties.

Comprehending these facets of business communication is indispensable for navigating the complexities of the global marketplace. By honing these skills, individuals can foster positive relationships, mitigate risks, and ensure the seamless and reliable execution of trade practices. In essence, the mastery of business English and associated communication strategies equips professionals with the tools necessary to thrive in the intricate landscape of international business.

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