

# Preparing a Business Trip to Hong Kong



*Jun enters the office of Mr. Stanton)*

**Jun:** Excuse me boss. Could I have a word with you?

**Mr. Stanton:** Sure. Is it about the project that I gave you?

**Jun:** Certainly boss. I received an e-mail from Mr. Chan the Customer Relation Officer of Kowloon Company.

**Mr. Stanton.** That's great! Could you lay down everything?

**Jun:** Yes. Here are the data:

1. Model Number – 3G Chip
2. MOQ – 500 units for one purchase
3. Unit Price – FOB Hong Kong US\$19.50 / unit.
4. Terms of Payment – LC 30 days
5. Delivery – Designated Port in Japan
6. Warranty – One year warranty

**Mr. Stanton:** That sounds good. Could we have a price reduction?

What I mean is a discount since it's a bulky purchase.

**Jun:** That thing will be included in the negotiation. Do you think it's better to have ocular visit to their company?

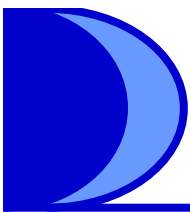
**Mr. Stanton:** I'm about to tell you that. Have you arranged an appointment with Mr. Chan?

**Jun:** Yes, I'll keep in touch with him for confirmation.

**Mr. Stanton:** When will be your scheduled visit?

**Jun:** If it would be fine with you, I would go on the 1st of June and the following day would be the visit.

**Mr. Stanton:** That's fine since we have a deadline to meet. I hope you could make a cost reduction as low as US\$15.20/unit. Any problems that you'll encounter, don't hesitate to call me.



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## Useful Expressions:

1. **Could I have a word with you? – Purpose asking the person of his time availability ; asking someone’s permission**
  - = **Could I talk to you?**
  - = **Could I have some times with you?**
  
2. **Could you lay down everything? - telling someone to tell an information about something**
  - = **Could you tell me about \_\_\_?**
  - = **Could you give some information about\_\_\_\_\_?**
  
3. **That sounds good - to say that you agree**
  - = **That’s a great idea.**
  - = **That’s great/nice/interesting etc.**
  
4. **I’ll keep in touch with him. - to say that you will write an e-mail, call or talk to somebody**
  - = **I’ll call (smb).**
  - = **I’ll write an e-mail to (smb)**