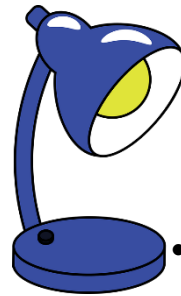


Enquiries in writing and on the phone

Your work in the
Purchasing Department

Offering desk lamps to your customers

- Your company, *BüroWald GmbH* in Münster, has been successfully producing and selling office furniture for many years.
- Many customers have asked the company whether they could also provide desk lamps and other stationery products.
- Therefore the management has decided to add these items to their range of products. As they do not want to produce these goods, *BüroWald GmbH* is looking for suitable suppliers.



- Mr Schmidt, head of the Purchasing Department, saw some interesting desk lamps of the Welsh company *Lumina* at the trade fair in Cologne last week.



As you are about to work in his department anyway, Mr Schmidt asks you to phone the Welsh company and get information about their desk lamps.

