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https://www.100test.com/kao_ti2020/150/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_150316.htm Gentlemen : This letter is to remind you that all shipments to [name of firm] must include a packing list which states what is in each shipment and references the purchase order number for that shipment. By following this procedure , we will be able to process the receipt of your merchandise faster and therefore , expedite payment to you. We appreciate your cooperation in this matter. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com