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https://www.100test.com/kao_ti2020/501/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_501543.htm Dialogue 1 A: Our toner cartridges are already out of ink...Could you make an order for a new set? B: We will need new cartridges for all of the office printers? That will be a large order, probably about two or three cases. The office supply store we usually go through might not have that many in stock. A: You can double check with the housekeeping department, but I am pretty sure all of the machines will need new cartridges. Last time when we made our order to the supplier, the quantity was also especially high. They are used to receiving such bulk orders from us . As long as we give them a heads up a couple days in advance, they can usually fill the order. B: OK, I will make a few calls and run our order by housekeeping first to make sure. Is there anything else we need to order while I am at it? A: I think the only thing is toner. Try to see if they can deliver it before the end of business day tomorrow. We should really try to do better about waiting until the last minute to fill orders that are usually made on a monthly basis. Anyhow, see what you can do to expedite the order this time. B: OK, will do.

Dialogue 2 A: May I help you? B: Yes, I would like to place an order for toner cartridges. We have a standing agreement with you company, so we will need the same amount as last time. A: Let me key in your information into my computer. I will pull up our records for you . Do you have an order number? What name is the order listed under ? B: It should be under Leslie Smith. The number is

184796 A. A: Yes, Mr. Smith. I have an order for three cases of cartridges, it that what you would like to refill? B: Yes. A: Is there the correct billing address? B: No, pls post the bill to 124 Hildrod Lane, Milton County, 98830. A: I will send you an invoice in the next few days. Your order should be delivered before the end of the day on Monday. B: Thank you. 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