

办公室英语口语：Ordering stationery PDF转换可能丢失图片或格式，建议阅读原文

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A: Hi. Is this supply? B: Yeah. This is supply. What can I do for you?

A: This is Rachel in Human Resources. I need two boxes of company letterhead, one box of ball-point pens, and a box of envelopes.

B: All right. No problem. What ' s your extension? 订办公用品

A：嗨，是总务处吗？ B：是的。能为你做什么吗？ A

：我是人力资源部的瑞茜儿。我需要两盒公司信笺，一盒圆珠笔和

一盒信封。 B：好，没问题。你的分机号是多少？ 更

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