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## Chocolats Memlinck Agreeing terms and conditions

### **CASE BRIEF**

Wessner's Gourmet Foods Inc., a US importer, distributes food products from Europe and Asia in the USA. Chocolats Memlinck SA produces quality confectionery products which it markets in the European Community. Wessner's purchasing manager, Eileen Haberland, makes arrangements with Memlinck's export director, Paul van Houton, to distribute Memlinck's chocolates in the United States of America.

### **ASSIGNMENT**

Agree new terms and conditions of trade

### **EXHIBITS**

- 1 Letter of Enquiry
- 2 Letter of Reply
- 3 Request for Quotation
- 4 Quotation
- 5 Telephone Conversation
- 6 Video sequence

### **ASSIGNMENT BRIEFS**

- Chocolats Memlinck SA
- Wessner's Gourmet Foods Inc.

EXHIBIT 1

Letter of Enquiry

***Wessner's***  
GOURMET FOODS INC

1133 Lexington Ave Boston Mass. 02172  
TELEPHONE 617 236 4541 TELEX 760 928 FAX 617 258 8324

Mr Paul van Houton  
Export Sales Manager  
Chocolats Memlinck SA  
Avenue Franklin Roosevelt, 107  
B 1000 Brussels Belgium

2 February 1986

our ref. cpe/100

Dear Mr van Houton,

We are a specialist distributor of gourmet foods serving the U.S. market through 12 retail outlets.

Your products attracted our attention at the recent Munich Biennale food fair.

We are currently interested in diversifying our product range to include quality confectionery and would be grateful to you for the following information:

- \* product descriptions of your filled chocolate varieties
- \* wholesale and retail package sizes
- \* standard export packing & shipment terms
- \* gross weight & dimensions
- \* shipping point (factory or warehouse)
- \* nearest airport
- \* lowest export price (CIF air freight Boston)
- \* special discounts or allowances
- \* proposed payment terms
- \* product guarantee

We would also like to receive 2 sets of your product literature (in English) and your standard price list.

Thank you in advance for your reply.

Sincerely yours,

*E. Haberland*

Eileen Haberland  
Purchasing Manager

EH:bg