

From: Yoji Ishii
To: Rob Jackson
Subject: Order confirmation

Dear Rob,

Thank you for placing an order with ABC Confectionary. This email is to confirm the details of your order as you described over the phone this morning:

Order date: November 8
Product details: 50 x Assorted Chocolates (12 pieces)
30 x Cookie Gift Box (12 cookies)
30 x Candy Gift Basket

Shipping method: EMS
Subtotal: 240,000 yen
Shipping fee: 25,000 yen
Total: 265,000 yen

Shipping Address:
XYZ Consulting
1 XYZ Road Central
Hong Kong

Upon receiving your confirmation email, we will ship the products within two business days.

If you notice any errors in the above order or would like to make any changes, please inform me at your earliest convenience. Please note: once your order has been confirmed, no changes or cancelations are accepted without additional fees.

I look forward to hearing from you and hope you will be satisfied with the quality of our products.

Sincerely,

Yoji Ishii
Sales Assistant
ABC Confectionary, Inc.
7F ABC Building 1-1 Chiyoda Chiyoda-ku Tokyo
Phone: +81-3-1234-5678