- Hello! It’s very nice to meet you. I represent XYZ Company. My name is John White; this is my business card, please. I have an **appointment** with Ms. Helen Brown for 2:15 today.

- Please follow me. Wait a minute, please.

- Hello, Mr. White! I am Helen, nice to meet you!

- Hello, Ms. Brown! I requested an **appointment** of you because personal meetings result in better **understanding** as a rule**.**

- Yes, sure. I am glad to meet you here. We know about your company, and if you **give** us your proposals and your price list it will be helpful to start a discussion.

- OK. I am sending you our price list right now. If we can **receive** your tender invitation we will be able to offer you discounted prices based on the volume.

 - I believe next month we will finish negotiations with one of our customers and will be able to discuss your services in more detail.

- I assure you of my personal attention to any of your correspondence. Feel free to contact me directly.

- Thank you. Goodbye for now!

- Goodbye!