

20강. 25 자료 요청하기

25 문서 업무 기본 표현

자료 요청하기

I need last year's project manual.

I would appreciate it if you could send me the data by tomorrow.

Since this is confidential information, you could send us a hard copy.

- hard copy 출력된 자료

Would you send me some background details for clarification?

Would you please attach some additional information along with your e-mail?

Could you make sure to add your business plan to your proposal?

We found there are a few more documents needed to verify the case.

- verify 조회하다, 확인하다

I would like to have a list of your previous product range.

Did you get the file that I e-mailed you yesterday?

It is not the document that my manager asked for.

The contract form you sent us does not correspond to our request.

- correspond to ~에 일치하다, 부합하다

I will provide you with any additional information.

I will send it via express delivery.

I will send our product samples to you by overnight courier.

- courier 택배회사, 배달원