

Mariko: I'm looking at the delivery schedule you sent me yesterday, and it says here that the date of delivery for our most recent order is the 30th. Would it be possible to move that up by a week?

Jared: I'm afraid the best we can do would be two days earlier at the most because the factory is running at almost full capacity now.

Mariko: Is there any way to speed up the shipping process?

Jared: If we send the products by air, they should arrive by the 21st, but we'll have to ask you to bear the extra shipping fees.

Mariko: That's not really a viable option for us. It's too expensive.

Jared: Would it work for you if we divided up your order into two shipments and sent whatever we have by the 23rd and the rest by the 30th?

Mariko: That sounds reasonable. How many units would you say you'd be able to deliver by the 23rd?

Jared: I'll have to check with the production management guys for a precise number, but I'm sure we can deliver at least half of what you ordered.

Mariko: That would be great. And what about the extra shipping fees?

Jared: Under normal circumstances, it would be on your charge, but since you're one of our best customers, we'll absorb the cost just this one time.

Mariko: Thanks, I appreciate it. So could you revise the delivery schedule according to what we've just discussed and email it to me?

Jared: Certainly. I'll send it to you right after I get back to the office.