

NAME:	
DATE:	
TOPIC:	Important Verbs for Business
LEVEL:	B2

Put the right form of these verbs into the sentences below:

to expire to recommend to complain to estimate
to deduct to issue to bring forward to replace
to require to distribute to reject to convince

- 1) Next year we _____ more printers than this year.
- 2) If you pay within ten days, you can _____ 2% from the price.
- 3) I would like to _____ our meeting from Friday to Wednesday.
- 4) We _____ eight invoices to customers so far this week.
- 5) Can you _____ a good hotel near here?
- 6) Last week we _____ the old server with a new one.
- 7) Our key account manager can always _____ the clients to buy our products.
- 8) We don't know the exact cost, but we _____ about \$8,000.
- 9) This license _____ last week; it is no longer valid.
- 10) I think the customer _____ our offer because it is too expensive.
- 11) We always _____ the products from a depot in Weiden.
- 12) Last week the customer _____ because his delivery had not arrived.