

CARREROS  
GUARDINO

# MANUAL DE CORRESPONDENCIA COMERCIAL MODERNA

La estructura de la carta comercial • el uso de las abreviaturas • los tratamientos • las fórmulas de encabezamiento y de cierre • las cartas de presentación de la empresa, del producto y del servicio • los informes • los comunicados de envío los escritos de reclamación • la elaboración de albaranes y facturas • la realización de actas el registro y archivo de la correspondencia las prestaciones del servicio de correos

Las nuevas tecnologías • el fax • el burofax la comunicación a través de internet: el acceso, los servidores, el equipo básico, la conexión • los servicios de internet: la world wide web, el correo electrónico e-mail • direcciones útiles

EDITORIAL DE VECCHI

**Manual De La Moderna Correspondencia Comercial**  
**Espanolingles Modern Commercial Correspondence**  
**Englishspanish**

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The South American ,1916      **Subject Index of Modern Books Acquired** British Library,1961      **El-Hi Textbooks & Serials in Print, 2005** ,2005      *A Core Collection of Print Material for Libraries Serving the Spanish-speaking of the Southwest* REFORMA (Association). Arizona Chapter,1978      **El-Hi Textbooks & Serials in Print, 2003** ,2003  
Bibliographic Guide to Latin American Studies Benson Latin American Collection,1981      **Host Bibliographic Record for Boundwith Item Barcode 30112044669122 and Others** ,2013      **Materials Acquisition Project** Materials Acquisition Project,1971      **Libros españoles en venta** ,1993      *Libros españoles en venta, ISBN* ,1993  
*Correspondencia Comercial Española E Inglesa, Etc. (English-Spanish Commercial Correspondence, Etc.).* Andrés J. R. V. GARCIA (and MAURICE (William Chevob)),William Chevob MAURICE,1918      *Pitman's Commercial Correspondence in Spanish. (Correspondencia Comercial.).* R. D. Monteverde,1907      Correspondencia commercial en tres idiomas ,1924  
**Spanish/English Business Correspondence** Michael Gorman,Maria-Luisa Henson,2005-07-18 First published in 1997 Routledge is an imprint of Taylor Francis an informa company      Manual Práctico de Correspondencia Comercial en Español E Inglés, Y Traducción. (Practical Handbook of Commercial Correspondence in Spanish and English.). Hernán POZA JUNCAL,1963      **Pitman's Spanish Commercial Correspondence** R. D. Monteverde,1947      **Correspondencia comercial en Español e Ingles....** Venancio Perez,Ricardo Ferrer,1929      Spanish Commercial Correspondence Arthur Fisher Whittem,Manuel Jesu Andrade,1916      **Business Letter Handbook, Spanish-English** Barbara Steel de Meza,1973  
Diccionario de correspondencia comercial: inglés-español y español-inglés Máximo Leonte Vásquez G,1960

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