

# 外贸基础英文

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## 产品介绍

### 1. 打字机

This model of typewriter is really efficient and durable. It's also very economical. Honestly, it's just perfect for middle school students.

这款打字机高效又耐用，而且价格实惠，说实话特别适合中学生。

### 2. 电脑

The computer we make is known for its high quality. It's compact, saves energy, and the best part? Super easy to learn and operate.

我们生产的电脑以高品质著称，结构紧凑、省电，而且最重要的是，操作学习都很简单。

### 3. 产品优势

Our products are not only low-priced like others, but here's the difference—they're much better in several key aspects.

我们的产品价格和别人差不多，但优势在于很多方面都更先进。

### 4. 机器提升效率

With this machine, your production will go up by 30%. And get this—it lets one person handle the work of three.

用了这台机器，产量能提高 30%。更厉害的是，一个人就能做三个人的活。

### 5. 一年回本

This product basically pays for itself within a year.

这台机器基本上一年就能回本。

#### 6. 六个月回本

Even better, this one pays back your investment in just six months.

更划算的是，这台机器半年就能收回成本。

#### 7. 新款行李卡片

Our engineers designed a brand-new suitcase card. It's clever, neat, and very practical.

我们的工程师设计了一款新的行李卡，既巧妙又实用。

#### 8. 折叠自行车

This bicycle folds in half, so it's super easy to carry around. Really handy for traveling or when you're stuck in traffic.

这款自行车可以折叠成一半，方便携带。出行或者遇上堵车时特别好用。

#### 9. 变速车

The top speed of this racing bicycle can reach 30 kilometers per hour. Pretty fast, right?

这款赛车最快能跑到每小时 30 公里，速度很不错吧？

#### 10. 机器维护

These machines hardly ever break down. Thanks to their simple structure, they're also really easy to maintain.

这些机器几乎不会出故障，而且结构简单，维护起来也很方便。

#### 11. 轮胎耐磨

Compared with other brands, our tires cost less per mile. And because they use top-quality rubber, they last much longer.

和其他品牌比，我们的轮胎每公里成本更低。而且用的都是顶级橡胶，耐磨得多。

#### 12. 防滑轮胎

These tires grip really well, even on wet roads. So you don't need to worry about slipping.

这种轮胎在湿滑路面上抓地力也很强，不用担心打滑。

### 13. 易清洁材料

This material is tough and super easy to clean.

这种材料既耐用又好清理。

### 14. 空调系统

This kind of air-conditioning system is practical, economical, and just right for your company's needs.

这种空调既经济又实用，很适合企业用。

### 15. 东方风格产品

Our products are top quality, and at the same time, they have a unique oriental design style.

我们的产品不仅质量卓越，还有独特的东方设计风格。

### 16. 真丝衣物

Our silk garments are made from premium pure silk, crafted with traditional skills.

我们的真丝衣物用的是上等纯丝，加上传统工艺制作而成。

### 17. 国际声誉

The garments look gorgeous and tasteful. They've enjoyed a great reputation both at home and abroad for a long time.

这些衣物华丽又有品位，长期以来在国内外都很有名气。

### 18. 合金打字机

Since our typewriters are made of light but hard alloy, they're easy to carry and very durable.

我们的打字机用轻质硬合金做的，携带方便，而且很耐用。

### 19. 手提包

The handbags we recommend are all made from the best leather. We've got many kinds and styles, so they can meet the needs of all groups of people in your country.

我们推荐的手提包都是最好的皮革制成，款式多样，能满足贵国各类消费者的需求。

### 20. 比日本便宜

Honestly, our products have all the features you need. Plus, they're 20% cheaper than the Japanese ones. That's why I strongly recommend them.

我们的产品具备您需要的所有功能，而且比日本同类产品便宜 20%，所以我非常推荐。

#### 21. 真空吸尘器

This brand of vacuum cleaner is very competitive worldwide. In fact, it's the best-selling one of its kind.

这个品牌的吸尘器在全球市场竞争力很强，而且是同类产品里销量最好的。

#### 22. 永久牌自行车

The "Forever" multiple-speed racing bicycles will definitely sell well in your market.

“永久”牌变速自行车在您的市场肯定畅销。

#### 23. 真丝出口欧洲

Thanks to its high quality and reasonable price, our silk has been warmly welcomed in most European countries. Sales move really fast.

因为质量好、价格合理，我们的真丝在欧洲很受欢迎，卖得很快。

#### 24. 亚洲竞争力

We believe our product is the best in Asia. And when it comes to price, we can compete with Japanese goods easily.

我们认为产品是亚洲市场上最好的，在价格上也能和日货竞争。

#### 25. 国际好评

Our goods are well appreciated in other markets similar to yours.

我们的货在和您市场类似的国家也都很受好评。

#### 26. 经常脱销

Because of its excellent quality, this product is often sold out in many areas.

这款产品质量好，经常卖断货。

#### 27. 热销保证

Our products are high quality, reasonably priced, and I'm confident they'll sell really well in your market.

我们的产品质量好，价格合适，我相信一定会在您的市场热销。

#### 28. 畅销品

These items are among the best sellers in our market.

这些产品在我们市场特别畅销。

#### 29. 稳定需求

There's been a steady demand for this kind of toy in our market.

这种玩具在我们市场一直有稳定的需求。

#### 30. 推荐样品

We're happy to recommend products similar to the sample you sent us.

我们很乐意向您推荐与您样品类似的产品。

### 业务范围介绍

#### 1. 自行车经销商

We're dealers in bicycles and spare parts. We've been in this line for over 20 years, so we know the market really well.

我们是做自行车和配件的，经销这行已经 20 多年了，对市场很熟。

#### 2. 纺织品出口

Our company mainly focuses on textile exports. That's our specialty.

我们主要做纺织品出口，这是我们的专长。

#### 3. 电子产品

The main products we handle are electrical appliances.

我们的主要产品是电子产品。

#### 4. 农产品

Our company is mainly engaged in agricultural products.

我们主要做农产品生意。

#### 5. 台布出口

We specialize in exporting table-cloths.

我们专门做台布出口。

#### 6. 丝织品出口

We mainly deal with the export of silk goods.

我们主要从事丝织品出口。

#### 7. 中国丝绸服装

Our specialty is exporting Chinese silk garments.

我们专门做中国丝绸服装出口。

#### 8. 机械进出口

We're engaged in both the import and export of machinery.

我们做机械的进出口业务。

#### 9. 东南亚水果

Right now, we're doing a large import business in fruits from Southeast Asia.

我们目前在做东南亚水果的大宗进口生意。

#### 10. 钟表业务

We specialize in handling all kinds of clocks and watches.

我们主要做各类钟表和手表。

#### 11. 丝织品

We also deal in a variety of silk piece goods.

我们也经营各种丝织品。

#### 12. 日用品范围

Our business covers a wide range of daily items, like ties, belts, and shirts.

我们的业务包括很多日用品，比如领带、腰带和衬衫。

#### 13. 罐头鱼优势

We're in a good position to supply all grades of canned fish—competitive prices and fast delivery.

我们供应各类罐头鱼，价格有竞争力，交货也很快。

#### 14. 客户定制订单

We can take orders based on customers' samples, including special designs, specs, and packaging requirements.

我们可以根据客户样品接单，包括设计、规格和包装要求。

#### 15. 多种工艺品出口

Right now, we're exporting straw and willow products, embroideries, porcelain, jade carvings, antiques, Chinese paintings, silk flowers, plus all kinds of toys and gifts.

我们目前出口稻草柳编、刺绣、瓷器、翡翠饰品、古董、中国画、丝花，还有各种玩具和礼品。

#### 16. 先进机械化工

Our company is also a major producer of advanced machinery and chemicals for both industry and agriculture.

我们也是工农业先进机械和化工产品的重要生产商。

#### 17. 电子产品

Electronic products are also part of our business scope.

电子产品也是我们的业务范围之一。

#### 18. 手工制品

We also export handmade woven articles.

我们也出口手工编织制品。

#### 19. 玻璃贸易

We've been doing business in glass with many Asian countries for years.

我们和很多亚洲国家做玻璃生意已经很多年了。

#### 20. 金属和矿石

We've been importing and exporting metals and minerals for 30 years, and we now have customers and friends in over 80 countries.

我们做金属和矿石进出口已有 30 年，客户和朋友遍布 80 多个国家。

#### 21. 客户品牌订单

We're ready to accept orders for goods with customers' own trademarks or brand names.

我们可以接受客户自有商标或品牌的订单。

#### 22. 皮鞋手套

We've been dealing in leather shoes and gloves for more than 20 years.

我们做皮鞋和手套已经 20 多年了。

### 23. 设备制造

We've been engaged in manufacturing this kind of equipment for two decades.

我们从事这种设备制造已有 20 年。

## 承诺

### 1. 未来交付保证

We assure you this won't happen again in our future deliveries. You have my word on that.

我们保证这种情况在以后交付中不会再发生，我向您承诺。

### 2. 更加注意

We really value this opportunity, and I can promise you—we'll pay extra attention to your future orders.

我们非常珍惜这次合作机会，保证在以后的订单里会更加用心。

### 3. 保证质量不变

Our products are always as good as the samples we send. I promise, the quality will never be downgraded.

我们的产品一直和样品一样好，我保证质量绝不会降低。

### 4. 质量一致

I guarantee that the goods we send you next month will be the same quality as the samples you just saw.

我保证，下个月发给您的货物和刚刚您看到的样品质量完全一致。

### 5. A 级品质

I can promise you—the products we deliver will be first-class, top-grade quality.

我能向您保证，我们交付的产品一定是 A 级品质。

### 6. 一流品质

Rest assured, our products are always up to standard and top quality.

请放心，我们的产品始终是一流的。

### 7. 付款承诺

I give you my word—the payment will be made no later than the end of June.



我向您保证，付款不会迟于六月底。

#### 8. 问题检查

I promise I'll look into these problems right away and find out if they were our fault.

我保证会立刻检查这些问题，并确认是否是我们的责任。

#### 9. 运输安全

We'll make sure the goods are well protected, so they won't get damaged during transit.

我们会确保货物运输过程中的安全，避免任何损坏。

#### 10. 维修保证

After the repair, we'll provide a fresh guarantee to make sure the equipment is well protected.

设备维修后，我们会重新提供保证，确保设备得到良好保护。

### 报价

#### 1. 回复期限

Just to let you know, this offer only works if we get your reply by June 29.

我先说明一下，这个报价只有在我们 6 月 29 日前收到你们的回复才有效。

#### 2. 下单锁价

If you can place the order within 10 days, we'll lock in the price for you.

如果你能在 10 天内下单，我们就能帮你锁定这个价格。

#### 3. 短期有效

The offer is good for 5 days, after that we may need to adjust.

这个报价有效期是 5 天，过期可能就要调整了。

#### 4. 价格条款说明

Just to be clear, the price is FOB Shanghai, not CIF Hong Kong. And it's valid until August 31.

说明一下，价格是 FOB 上海，不是 CIF 香港，有效期到 8 月 31 日。

#### 5. 截止时间

We'll hold this offer until noon, December 23. After that, it won't stand.

我们会保留这个报价到 12 月 23 日中午，之后就不算数了。

#### 6.随时可查

We've got an offer ready, whenever you're ready to check it out.

我们已经准备好报价了，随时可以给你看。

#### 7.不回复撤回

Just a reminder—if we don't hear from you by Monday, we'll need to withdraw the offer.

提醒一下，如果到星期一还没收到回复，我们就得撤回报价。

#### 8.报价有效期

The offer stays valid for 10 days from June 1, so there's still time.

这个报价从 6 月 1 日起算，有效期 10 天，所以还有时间。

#### 9.性价比强调

Honestly, our product is great quality, the price is fair, and I'm sure you'll be happy with the May 4 offer.

老实说，我们的产品质量很好，价格也公道，我相信你会对 5 月 4 日的报价满意。

#### 10.价格优势

Prices are going up fast, and really, I think our quote is the best deal you'll get.

价格涨得很快，说实话，我觉得我们这个报价已经是你能拿到的最好价格了。

#### 11.最新价单

I'm sending you our latest price list—you'll see our prices are really competitive.

我给你发一份最新的价格单，你会发现我们的价格真的很有竞争力。

#### 12.与同行对比

To be honest, our prices can definitely hold up against other suppliers.

说实话，我们的价格绝对比得过其他供应商。

#### 13.尽快下单

Hope you can take this offer and place an order soon.

希望你能尽快接受这个报价并下订单。

#### 14. 积极反馈

I'm sure this offer will work well for you, and I'd really like to hear a positive reply soon.

我相信这个报价会让你满意，也希望能尽快收到你们的好消息。

#### 15. 确认下单

If you think this proposal works, just go ahead and send the order early.

如果你觉得这个方案可以，就早点下订单吧。

#### 16. 表达诚意

We're really happy to make you this offer for our product.

我们很高兴能把我们的产品报盘给你。

#### 17. 推广新品

We'd love to make you an offer on our hand-made carpets—they're really popular overseas.

我们很乐意给你手工地毯的报价，这种产品在海外很受欢迎。

#### 18. 具体报价

The price is 45 USD for 200 dozen shower curtains with drapes. Do you want us to hold them for you?

200 打浴帘加帘子，价格是 45 美元。要不要帮你预留一下？

#### 19. 单一价格

The price we can give you is 1,440 dollars, FOB Chicago.

我们能给你的价格是 1440 美元，FOB 芝加哥。

#### 20. 样品参考

Based on your sample, the quote is 5 dollars per piece, CIF New York, for 1,500 dozen men's shirts, ready for quick shipment.

按照你之前的样品，我们的报价是每件 5 美元，CIF 纽约，1500 打男衬衫，可以快速发货。

#### 21. 按需求报盘

As you requested, we can offer 2,000 dozen magnifiers at 30 dollars a dozen, CIF

San Francisco, for September shipment.

按你的要求，我们可以报 2000 打放大镜，每打 30 美元，CIF 旧金山，9 月发货。

## 22.吸引力强调

We're able to offer 50 long tons of tin-plate sheets at 135 pounds per ton, CNF Shanghai. It's a pretty attractive price.

我们能提供 50 长吨马口铁，每吨 135 英镑，CNF 上海，价格很实惠。

## 23.大批量报价

The offer is 1,500 tons of Canadian oats at 500 pounds per ton.

报价是 1500 吨加拿大燕麦片，每吨 500 英镑。

## 24.运费优惠

The price is 75 dollars per typewriter, plus a 10% discount if you ship by sea.

打字机每台 75 美元，如果走海运的话，还有 10% 折扣。

## 25.平均批发价

On average, our wholesale price is 180 dollars per unit.

我们的平均批发价是每个 180 美元。

## 26.交货确认

We can confirm 2,000 tons of fertilizer at 150 pounds per ton, CIF Vietnam, April delivery.

我们可以确认 2000 吨化肥，每吨 150 英镑，CIF 越南，4 月交货。

## 27.折扣让步

We usually give up to 15% discount, but if you take all the stock, we can push it to 20%.

我们一般能给 15% 的折扣，但如果你全买的话，可以给到 20%。

## 28.暂定价格

I've got a price sheet here, FAS basis. Just note, these prices are non-binding.

我有一份 FAS 的价格单，不过这些价格是暂定的。

## 29.尽快下单提醒

Prices keep going up, so I'd really suggest you place the order soon.

价格一直在涨，所以我真心建议你尽快下订单。

### 30.紧迫感强调

The demand is high and supply is limited, so honestly, the sooner you take this offer, the better.

需求很大，供应有限，说真的，你越早接受这个报价越好。

## 不降价

### 1. 价格优势

I can honestly say, our price stacks up really well against any quote you'll find elsewhere.

说实话，我们的价格跟你从别的地方拿到的相比，真的很有优势。

### 2. 无更低价

I'm afraid you won't find anyone offering a lower price than ours.

恐怕你找不到比我们更低的价格了。

### 3. 拒绝还价

We've already given you a good price. Honestly, we can't go any lower. Take it or leave it—it's your call.

我们已经报了个很好的价格，实话说，没法再降了。要不要接受就看你了。

### 4. 性价比强调

If you compare our quality with others, you'll see our price is more than fair.

你拿我们的质量跟别的国家比一比，就会发现我们的价格相当合理。

### 5. 对比去年

The belt price we're giving you is way lower than last year. I'm sure you'll find it competitive.

这次皮带的价格比去年低了很多，你会觉得很有竞争力的。

### 6. 长远利润

Sure, the price may look a little high now. But once the market stabilizes, you'll see bigger profits.

是的，现在价格可能看起来高一点，但等市场稳定下来，你的利润会更大。

#### 7. 市场上涨

The market is on the rise right now. So you don't need to worry about profit.

市场现在是上涨趋势，你完全不用担心利润。

#### 8. 竞争力保证

Our product is super competitive, so profit is really not an issue.

我们的产品竞争力很强，所以利润方面根本不用担心。

#### 9. 还盘过低

Your counter-offer seems a bit too tight. If we go with that, there's hardly any margin left for us.

你的还盘压得有点低了，这样我们几乎没有利润空间。

#### 10. 以量换价

If you raise your order to 30,000 units, then yes—we could bring the price down to 300,080 dollars per unit.

如果你把订单增加到 3 万件，我们可以考虑把单价降到 300,080 美元。

#### 11. 翻倍优惠

If you double the order, we might consider giving you an 8% discount.

如果订单翻倍，我们可以考虑给你 8% 的折扣。

#### 12. 最低让步

The best we can do is 2% off our quotation. Nothing more.

我们最多只能在报价基础上给 2% 的折扣，不能再多了。

#### 13. 高价=高品质

In your market, people often see higher prices as a sign of better quality.

在你们的市场，很多人认为价格高就是品质好的象征。

#### 14. 拒绝僵持

If you stick to your counter-offer without budging, then I'm afraid we won't be able to make a deal.

如果你坚持不做让步，那我们可能就没法成交了。

#### 15.不符市场

Honestly, your bid is way off compared to the current market price.

说实话，你的出价和现在的市场价格差太远了。

#### 16.拒绝订单

We're sorry, but we really can't take your order based on that counter-offer.

很抱歉，按你的还盘，我们确实没法接单。

#### 17.适合市场

Our tablecloths are fairly priced, and they sell very well in your market.

我们的台布价格公道，而且在你们市场非常畅销。

#### 18.价格合理

We don't think this price is high at all for your market.

我们不认为这个价格在你们市场算高。

#### 19.还盘不合理

We feel your counter-offer isn't reasonable, especially since the price of this material is going up right now.

我们觉得你的还盘不太合理，特别是这种材料的价格现在正在上涨。

#### 20.低于成本

At your price, we simply can't do business—it's way below our cost.

按你报的价格，我们根本做不了生意，因为远低于我们的成本。

### 给与优惠

#### 1.批量折扣

If you order 100 pieces or more, we can give you a special 1.5% discount.

如果你下单 100 件或以上，我们可以给你 1.5% 的特别折扣。

#### 2.大批量优惠

If you take more than 1000 units of each spec, we can allow a 5% discount.

如果每个规格超过 1000 件，我们可以给你 5% 的折扣。

### 3.500 件优惠

For 500 units, we can offer you 15% off our price list.

如果你订 500 套，我们可以在价格单上给你 15% 的优惠。

### 4.100 打折扣

We' d be glad to give you 5% off if the order is 100 dozen or more.

如果订单是 100 打或以上，我们很乐意给你 5% 的折扣。

### 5.订单升级优惠

If you raise your order to 50,000 pieces, we' ll be happy to give you the 5% discount you asked for.

如果你把订单提高到 5 万件，我们乐意给你要的 5% 折扣。

### 6.限时折扣

In July, you' ll get 10% off on anything you buy from us.

七月份你买任何产品，我们都会给你 10% 的折扣。

### 7.年底优惠

Place your order before the end of December, and you' ll enjoy a 15% special discount.

如果你在 12 月底前下单，可以享受 15% 的特别折扣。

### 8.订单量大再减

If your order is big enough, we' re ready to cut the price by 5%.

如果你的订单够大，我们可以减价 5%。

### 9.批量订单优惠

We give 10% off if the order is in bulk.

如果是大宗订单，我们可以给 10% 的折扣。

### 10.超大单更多优惠

If the order is exceptionally large, we can even increase the discount.

如果订单特别大，我们可以再多给折扣。

### 11.一次性整单优惠

If you buy the whole lot in one go, we' ll give you 8% off.



如果你一次买下全部，我们可以给你 8% 的折扣。

#### 12.特别支持

To help you sell our products, we' ll give you an extra 5% discount.

为了帮你更好地销售我们的产品，我们额外给你 5% 折扣。

#### 13.合作开端优惠

For a good start to our business relationship, we' ll cut the price by 5%.

为了合作顺利开始，我们会降价 5%。

#### 14.成交优惠

To close the deal, we' re ready to take another 5% off.

为了成交，我们可以再减 5%。

#### 15.友情折扣

For the sake of our long-term friendship, we can cut 6% off the price of the radios. How does that sound?

为了我们的长期合作，收音机我们可以降 6%。你觉得怎么样？

#### 16.帮助拓展业务

To support you in developing this line of business, we' ll give you 5% off.

为了支持你拓展这个行业，我们给你 5% 折扣。

#### 17.加强合作

To wrap up this deal with you, we' re ready to knock 3% off the original quote.

为了跟你顺利成交，我们可以在原价基础上再减 3%。

#### 18.认真考虑后的报价

After careful thought, we' ve decided to bring the price down to 420 dollars per unit.

经过认真考虑，我们决定把单价降到 420 美元。

#### 19.电脑特别优惠

We can offer our computers at a special 15% discount.

我们的电脑可以给你 15% 的特别折扣。

## 20.佣金条款

Our quotation includes a 5% commission.

我们的报价里包含 5% 的佣金。

## 让步

### 1.大宗订单让步

We can go a step further if your order is at least 1,000,000 tons.

如果你的订单不少于 100 万吨，我们可以再让一步。

### 2.特别折扣表示诚意

To show our sincerity, we' re ready to give you a special 6% discount.

为了表诚意，我们准备给你 6% 的特别折扣。

### 3.接受还盘

After giving it some thought, we can accept your counter offer.

经过认真考虑，我们可以接受你的还盘。

### 4.大订单优待

Considering the size of your order, we can give you this special treatment.

考虑到你的大订单，我们可以给你特别待遇。

### 5.例外降价

Since that' s the case, we' re happy to reduce the price to 500 dollars per unit.

既然如此，我们可以破例把单价降到 500 美元。

### 6.增加订单奖励折扣

Since you agreed to increase the order, we' re glad to give you 7% off the original price.

因为你增加了订单，我们很高兴在原价上给你 7% 的折扣。

### 7.特殊情况处理

To get this deal going, we' ll treat this as an exceptional case.

为了促成交易，我们会把这当作特例处理。

#### 8.具体降价

We' re ready to lower the price to 7.21 dollars.

我们准备把价格降到 7.21 美元。

#### 9.折扣上限

10% is too much, but we can offer 8%.

10% 折扣不行，但我们可以给你 8%。

#### 10.一次性付款条件让步

As a special accommodation, we agree to your D/P terms, but only this once.

作为特例，我们同意你的 D/P 付款条件，不过仅此一次。

### 订货及确认

#### 1.确认订单数量

We can now confirm your order for 500 bed sheets and pillow cases.

我们现在确认你的订单：500 套床单和枕套。

#### 2.收到订单并确认接受

We' re glad to get your order and can confirm we accept it.

我们很高兴收到你的订单，也确认可以接受。

#### 3.上周订单确认

This is to confirm the order you placed last week.

这是对你上周下的订单的确认。

#### 4.销售确认书

Here' s our sales confirmation for your order No.26 dated April 10th.

这是关于你 4 月 10 日编号 26 订单的销售确认书。

#### 5.订单登记

We' ve booked your order No.267 for optical instruments.

我们已经登记了你编号 267 的光学仪器订单。

#### 6.接受指定日期订单

We have accepted your June 10th order for 300 typewriters.

我们已接受你 6 月 10 日下的 300 台打印机订单。

#### 7.确认摩托车订单

We acknowledge your May 5th order for 100 P180 motorcycles.

我们确认你 5 月 5 日下的 100 台 P180 摩托车订单。

#### 8.货源紧张仍接受

Despite the current shortage, we' ve decided to accept your order.

尽管货源紧张, 我们还是决定接受你的订单。

#### 9.准备供应并申请出口许可证

We' ll supply all the parts as listed in your order and apply for export licenses.

我们会按订单供应所有配件, 并申请出口许可证。

#### 10.感谢订单并确认数量

Thank you for your May 20th order. We' ll supply 2,000 ties No.235.

感谢你 5 月 20 日的订单, 我们会供应 2,000 条 235 号领带。

#### 11.承诺尽力执行订单

Rest assured, we' ll do our best to fulfill your order to your satisfaction.

请放心, 我们会尽力完成订单, 让你满意。

#### 12.承诺尽力处理订单

We promise to give our best effort in handling your order.

我们承诺会尽全力处理你的订单。

#### 13.库存不足无法完成订单

We regret that due to low stock, we can' t fill your order.

很抱歉, 由于库存不足, 我们无法完成你的订单。

#### 14.产品停产无法供应

We' re very sorry, but we can' t supply your order as production stopped last August.

非常遗憾，我们无法供应你的订单，因为生产已于去年八月停止。

#### 15.供应数量困难

It's difficult for us to supply the quantity you need.

向你提供所需数量对我们来说有点困难。

#### 16.暂时无法供应大批订单

We can't supply 3,000 sets at the moment.

目前我们无法供应 3,000 套。

#### 17.原材料不确定无法承诺

Right now, we can't promise your order due to uncertain raw materials.

目前因为原材料不确定，我们无法承诺完成订单。

#### 18.订单已满暂时无法满足要求

We're sorry, we can't meet your requirement at the moment as orders are fully booked.

抱歉，订单已满，目前无法满足你的要求。

#### 19.暂时无法供应

We're sorry to inform you that we can't supply these items right now.

很抱歉通知你，我们暂时无法供应这些产品。

#### 20.新订单暂时无法处理

We're too heavily committed to handle new orders at the moment.

目前我们订单已满，无法接受新的订单。

### 对支付方式要求

#### 1.特例 D/P 付款

As a special case, we may consider accepting your payment by D/P.

作为特例，我们可以考虑接受你用付款交单的方式支付。

#### 2.小额交易 D/A 条款

If each transaction is below \$500, we can agree to D/A terms.

如果每笔交易低于 500 美金，我们可以同意承兑交单条款。

### 3.45 日承兑条款

We can offer you D/A payment, 45 days after sight.

我们可以给你 45 日承兑交单付款条款。

### 4. 小额交易即期 D/P

Since this is a small transaction, we' re okay with D/P at sight.

鉴于这笔交易金额不大，我们同意即期付款交单。

### 5. 交易金额限制

D/P or D/A is only accepted if each transaction is under \$1,000.

只有每笔交易低于 1,000 美金时，我们才接受 D/P 或 D/A。

### 6. 部分预付款

We require 10% payment when placing the order, the rest must be paid within 60 days.

下单时需预付 10%，余额在 60 天内付清。

### 7. 现金+信用证组合支付

We can accept 20% cash in local currency. The remaining 80% should be paid by L/C 15–30 days before delivery.

我们只能接受 20% 本地货币现金支付，其余 80% 用信用证支付，需在交货前 15–30 天到达。

### 8. 分期付款利息

If payment is made in installments, the interest is 6% per year, settled at year-end.

如果分期付款，每年的利息按 6% 计算，并在年末结算。

### 9. 全额付款期限

Full payment must be made within 60 days.

全部款项须在 60 天内付清。

### 10. 电汇提前到账

Telegraphic transfer must reach Bank of China at least 5 days before delivery.

电汇需在船期前至少 5 天到达中国银行。

#### 11.信用证到达期限

L/C for each order should reach us 30 days in advance.

每笔订单的信用证需提前 30 天到达。

#### 12.付款时间提醒

You should pay 15–20 days before delivery against presentation to the opening bank.

你需要在船期前 15–20 天通过开户行付款。

#### 13.合同签订后 5 日付款

Payment should be sent by telegraphic transfer to our account in Bank of China, Beijing, within 5 business days after signing.

合同签订后 5 个工作日内，通过电汇支付到我们在中国银行北京总部的账户。

#### 14.预付 25%

Advance payment of 25% of the contract value should be paid within 30 days of signing.

合同签订后 30 天内需预付合同金额的 25%。

#### 15.分五次付款

Payment can be made in five annual installments of 20% each.

付款可以分五年，每年支付总额的 20%。

#### 16.现金提前付款折扣

Full payment within 45 days gets a 15% discount if paid in advance.

提前现金支付全款 45 天内，可享 15% 折扣。

#### 17.凭装船单据付款

The total amount must be paid in full upon receipt of shipping documents.

收到装船单据时需全额付款。

#### 18.信用证提前一个月

We require L/C payment to reach us one month before shipment.

我们要求信用证在船期前一个月到达。

#### 19.首付款

A down payment of \$5,000 is required.

需要支付 5,000 美金作为首付。

#### 20.现金+信用证组合付款

10% of the contract should be paid in cash upfront, and 90% by sight draft under L/C.

合同金额 10% 现金预付，其余 90% 以信用证开具即期汇票支付。

### 告知客户包装所用材料、方式及其质量保证

#### 1.包装坚固

Our packing is strong enough to handle bumps and rough handling.

我们的包装够结实，可以经受碰撞和粗暴搬运。

#### 2.轻巧木箱

The wooden cases for our transistor radios are light but strong.

收音机的木箱轻巧却坚固。

#### 3.保护仪器

The export cases are strong enough to protect the instruments.

出口木箱足够坚固，可以保护设备。

#### 4.防水纸箱

The cartons lined with plastic sheets are waterproof.

纸箱内衬塑料袋，可以防水。

#### 5.加固纸箱

We plan to use cardboard boxes reinforced with iron straps.

我们打算用铁带加固的硬纸盒。

#### 6.磨剪包装

Our strip scissors are packed one dozen per box, 200 boxes per wooden case.



磨剪一打一盒，200 盒装一木箱。

#### 7.纸箱装运

We'll pack them 10 dozen per carton, about 25Kg per carton.

每箱 10 打，毛重约 25 公斤。

#### 8.水果刀包装

Our export fruit knives are packed 100 dozen per box.

出口水果刀 100 打装一盒。

#### 9.男衬衫包装

Each shirt in a poly bag, 5 dozen per carton, lined with waterproof paper and tied with two iron straps.

每件衬衫聚乙烯袋包装，5 打一箱，内衬防水纸，两条铁带加固。

#### 10.花布包装

Cotton prints packed in boxes lined with draft and waterproof paper, 30 pieces with 5 colors per box.

花布装入衬有草稿纸和防水纸的箱子，每箱 30 件，5 种颜色。

#### 11.雪茄包装

Cigars: 5 per small packet, 20 packets per carton, 144 cartons per container.

雪茄：5 支一小包，20 包一箱，144 箱一纸板箱。

#### 12.防潮措施

Cartons lined with plastic are well protected against moisture.

纸箱内衬塑料，防潮效果很好。

#### 13.按要求包装

All goods will be packed as per your requirements.

货物会按你方要求包装。

#### 14.衬衫防水

As requested, the shirts will be packed in waterproof material.

按要求，衬衫用防水材料包装。

#### 15. 外包装材料

We plan to use cardboard or plastic cartons for outer packing.

外包装用纸板或塑料箱。

#### 16. 锡纸铁箍木箱

Goods will be packed in wooden cases with tin lining and iron hoops.

货物用内衬锡纸、外加铁箍的木箱包装。

#### 17. 麻袋包装

Goods packed in new, strong jute bags, each about 200 pounds.

货物装入新结实麻袋，每袋约 200 磅。

#### 18. 聚乙烯防潮

Cartons lined with polythene sheets protect well against moisture.

纸箱内衬聚乙烯袋，防潮效果好。

#### 19. 防盗可赔偿

Carton packing shows any pilferage, making insurance claims easier.

纸箱包装能显示偷窃痕迹，保险理赔更方便。

#### 20. 保险认可

This packing is accepted by our insurance company for WPA and TPND.

这种包装被保险公司认可，适用于平安险和盗损险。

#### 21. 轻便易搬

Cartons are light and easy to handle.

纸箱轻便，搬运方便。

#### 22. 常规纸箱包装

It is our usual way to pack these goods in cartons.

我们通常用纸箱包装这些货物。

#### 23. 适合海运

Cartons are suitable for ocean transport and widely used to other ports.

纸箱适合海运，广泛用于其它港口运输。

#### 24.装卸方便

Cartons are easier to handle during loading and unloading.  
纸箱装卸更方便。

#### 25.纸箱替代木箱

We used to pack scissors in wood, but cartons are just as seaworthy.  
剪刀原用木箱，但纸箱同样适合海运。

#### 26.成本与运输优势

Cartons are cheaper, lighter, and reduce freight costs.  
纸箱便宜、轻便，运输成本低。

#### 27.推荐纸箱

We prefer carton packing to wooden cases.  
我们更推荐纸箱包装，而非木箱。

#### 28.罐装食品纸箱

Our cartons for canned food are seaworthy and strong.  
罐装食品用纸箱，适合海运且坚固。

#### 29.破损率低

Cartons are less likely to mix with wood and break during transport.  
纸箱运输储存时不易混入木箱，破损率低。

#### 30.衬衫防潮

Shirts in cartons are less prone to moisture damage than in wooden cases.  
纸箱装衬衫不容易受潮，比木箱更安全。

#### 31.木箱密封

All our wooden cases are well sealed and resistant to sweat.  
木箱密封好，不易受潮腐蚀。

#### 32.客户满意

We believe your clients will be satisfied with improved packing.

我们相信客户会满意改良后的包装。

### 33.希望接受纸箱

We hope you agree to our carton packing.

希望你能接受我们的纸箱包装。

### 34.箱体标识

Weight and dimensions are clearly marked on each case.

每箱上都清楚标明重量和尺寸。

### 35.包装改良

Our packing has been improved to meet client satisfaction.

我们的包装已改良，相信客户会满意。

### 36.箱子尺寸

Cases: 17cm high, 30cm wide, 50cm long, 0.026 m<sup>3</sup>, 23.5Kg gross.

箱子高 17 厘米、宽 30 厘米、长 50 厘米，体积约 0.026 立方米，毛重 23.5 公斤。

### 37.节省空间

They save shipping space and make storage and distribution easier.

节省运输空间，便于储藏和分发。

### 38.标识信息

Packages show gross, net, tare weights, and "Made in China".

包装上标明毛、净、皮重，并加“中华人民共和国产”。

### 39.包装改进

We've made improvements in packaging and presentation. Rest assured.

我们改进了包装和展示，请放心。

### 40.国际标准

Our containers comply with ISO specifications.

我们的集装箱符合国际标准组织规定。

## 货运通知

### 1.发货通知

We' d like to let you know the goods were shipped on May 18.  
我们想告诉你，货已于 5 月 18 日发出。

### 2.高兴通知

We' re pleased to inform you that the goods left today on the "Pacific Bear" .  
很高兴通知你，货今天已经由“太平熊”号发出。

### 3.按指示发货

According to your instructions on August 5, we shipped the goods on the "Shanghai" .  
根据你 8 月 5 日的指示，我们已由“上海号”发出货物。

### 4.具体货物发运

Today we shipped 50 cases of carbon paper on S.S. "Tokyo Maru" .  
今天我们通过“Tokyo Maru”号运出了 50 箱复写纸。

### 5.信用证货物发运

Goods under S/C 456 were dispatched by M/V "Greenwood" on May 15 for Hong Kong.  
信用证 456 号下的货物已由 Greenwood 号船于 5 月 15 日运往香港。

### 6.未来发货计划

Chemical fertilizer under Contract 2346 will leave on S.S. "Calchas" on July 16.  
合同 2346 下的化肥将于 7 月 16 日由“Calchas”号发出。

### 7.订单发运

We' re happy to tell you 100 dozen shirts under order KAB/2004 have shipped on S.S. "Fengqing" .  
很高兴告知，订单 KAB/2004 的 100 打衬衫已由“Fengqing”号发出。

### 8.计划发完剩余货

We plan to ship the outstanding contracts before the end of July.  
我们计划在 7 月底前把剩余合同货物发出。

9.明日发运空调

2,000 air conditioners you ordered will go on S.S. "Asia" tomorrow to your port.

你订的 2000 台空调将于明天由 "Asia" 号运往你方港口。

10.下月初发货

Your order No. 153 will be shipped by SS. "Pearl" early next month.

你 153 号订单的货将在下月初由 "Pearl" 号发出。

11.当天发货通知

We wish to advise you that your ordered goods have been shipped today.

很高兴告诉你, 你订的货今天已发出。

12.上次发货已完成

The last lot consignment has been duly dispatched.

上次货物已按时发出。

13.船已离港

M/S "Victoria" has left our port carrying your order No. 303.

承载你 303 号订单的 "Victoria" 号已离港。

14.到港时间提醒

The ship should arrive at your port on October 28. You can start preparations for delivery.

船预计 10 月 28 日到港, 你们可以开始提货准备。

15.预计到港

Goods shipped by direct steamer "Eli" on May 10 should reach Shanghai before June 1.

5 月 10 日由直航船 "Eli" 号发出的货, 预计 6 月 1 日前到上海。

16.保证完好到货

We trust the goods will reach you in perfect condition.

我们相信货物会完好无损到达你方。

#### 17.保证满意

We trust the consignment will arrive safely and meet your satisfaction.

我们相信货物安全到达，你会满意。

#### 18.印度地毯发运

Your order for Indian rugs has been dispatched and will arrive next Friday.

你订的印度地毯已发出，下周五到达。

#### 19.衬衫船舱预订

For shirts under Contract 60, we booked space on S.S. "Eagle" arriving early next month.

合同 60 号下的衬衫已预订 "Eagle" 号船舱，预计下月初到达。

#### 20.分期发货

The shipment will be made in three equal monthly installments starting next month.

货物将从下月开始，按三个月分期发运。

### 对索赔要求的回应

#### 1.确认索赔

We accept your claim. Can you tell us how much compensation you expect?

我们接受你的索赔。你能告诉我们希望赔偿多少吗？

#### 2.立即关注

We'll give your claim our immediate attention.

我们会马上处理你方的索赔请求。

#### 3.尽快解决

We'll sort this out as soon as possible. We hope to compensate you to your satisfaction.

我们会尽快解决，希望能让你满意地得到赔偿。

#### 4.致歉质量问题

We' re really sorry about the poor quality of the products.

对于产品质量问题，我们深表歉意。

#### 5.遗憾收到不满意货

We' re sorry to hear the goods didn' t meet your expectations.

很遗憾你收到的货物未达预期。

#### 6.为延误道歉

We apologize for the trouble caused by the delay.

因延误造成的不便，我们深表歉意。

#### 7.接受全部索赔

We agree to accept all your claims.

我们同意接受你方的所有索赔。

#### 8.面谈索赔

I' ll come to your company tomorrow to discuss the claim in person.

我明天会去你公司当面谈索赔。

#### 9.具体金额赔偿

We regret your loss and agree to compensate you \$800.

我们对你的损失表示歉意，并同意赔偿 800 美金。

#### 10.按比例赔偿

We' ll compensate you 5% of the total value for the defective watches.

对于有缺陷的手表，我们同意赔偿总金额的 5%。

#### 11.赔偿加优惠

We' ll give you a 6% compensation and offer some special terms on future orders.

我们会赔 6%，并在以后给你一些特别条款。

#### 12.双方责任分摊

Since both sides share responsibility, we' re ready to cover 50% of the loss.



既然双方都有责任，我们准备只赔 50%。

#### 13. 账户抵扣

We' ve credited £760 to your account to cover the short delivery and your inspection fees.

我们已向你们方账户汇 760 美金，包括缺货和检查费用。

#### 14. 汇款赔偿

We' ll remit \$2,000 as compensation for the loss.

我们将汇款 2,000 美金作为赔偿。

#### 15. 下批货折让赔偿

We' re willing to give an 18% allowance on your next shipment to make up for the loss.

我们愿在下批货上给 18% 的折让来赔偿你的损失。