



Unit One 希望与要求.....	4
Part I.....	4
Part II.....	5
Unit Two 产品介绍.....	6
Part I.....	6
Part II.....	7
Unit Three 业务范围介绍.....	8
Part I.....	8
Part II.....	9
Unit Four 承诺.....	10
Unit Five 询盘.....	11
Part I.....	11
Part II.....	12
Unit Six 报盘.....	13
Part I.....	13

Part II.....	15
Unit Seven 还盘.....	16
Part I.....	16
Part II.....	17
Unit Eight 对还盘的反应.....	19
Part I.....	19
Part II.....	20
Unit Nine 要求优惠.....	22
Part I.....	22
Part II.....	23
Unit Ten 给予优惠.....	24
Unit Eleven 双方让步.....	25
Unit Twelve 订货及确认.....	27
Part I.....	27
Part Two.....	28
Unit Thirteen 请求代理并说明代理理由及代理能力.....	30
Part One.....	30
Part Two.....	31
Unit Fourteen.对代理请求的回应.....	32
Part one.....	32
Part Two.....	33
Unit Fifteen 代理条件和要求.....	35
Part one.....	35
Part Two.....	36
Unit Sixteen 合同.....	37
Part One.....	37
Part Two.....	38
Unit Seventeen 卖方对支付方式的要求.....	40
Part One.....	40
Part Two.....	41
Unit Eighteen 买方的支付方式.....	43
Unit Nineteen 保险.....	44
Part One.....	44
Part Two.....	46
Unit Twenty 对包装的建议及要求.....	48
Part One.....	48
Part Two.....	49
Unit Twenty-One 告知客户包装所用材料、方式及其质量保证.....	51
Part One.....	51
Part Two.....	52
Unit Twenty-Two 货运通知.....	54
Unit Twenty-Three 货运要求及答复.....	56
Unit Twenty-Four 催运货物并告知货物迟到结果.....	57
Part one.....	57

Part Two.....	59
Unit Twenty-Five 仲裁.....	60
Part One.....	60
Part Two.....	61
Unit Twenty-Six 索赔理由及依据.....	62
Part One.....	62
Part Two.....	64
Unit Twenty-Seven 索赔内容及金额.....	66
Part One.....	66
Part Two.....	67
Unit Twenty-Eight 对索赔要求的回应.....	69
Part One.....	69
Part Two.....	70
Unit Twenty-Nine 对引进技术的要求.....	71
Unit Thirty 技术引进的方式及费用.....	73

Unit One 希望与要求

Part I

1. We'd like to express our desire to establish business relations with you on the basis of equality, mutual benefit and the exchange of needed goods.
我方希望能在平等、互利、互通有无的基础上与贵司建立业务关系。
2. In order to extend our export business to your country, we wish to enter into direct business relations with you.
为了能在贵国拓宽我方的出口业务，我们希望能与你们直接建立业务关系。
3. Our hope is to establish mutually beneficial trading relations between us.
我们希望双方能建立互惠的贸易关系。
4. We look forward to a further extension of pleasant business relations.
希望我们之间友好的业务关系得到进一步的发展。
5. It's our hope to continue with considerable business dealing with you.
我方希望能够继续同贵方保持大量的业务往来。
6. We look forward to receiving your quotation very soon.
我方期待着尽快收到贵方的报价。
7. I hope you'll see from the reduction that we are really doing our utmost.
希望贵方能从这一降价中看出我方真的在尽最大的努力。
8. We hope to discuss business with you at your earliest convenience.
我们希望尽早与你方洽谈业务。
9. We wish to express our desire to trade with you in leather shoes.
我方希望能与贵方达成皮鞋贸易。
10. We look forward to your early reply and trust that through our mutual cooperation we shall be able to conclude this transaction with you in the near future.
我们盼望早日得到你方的答复，并相信通过相互合作，我们不久即可达成这笔交易。
11. I hope we can do business together, and look forward to hearing from you soon.
希望我们有合作机会，并静候您的佳音。
12. I hope that we can cooperate happily.
希望我们合作愉快。
13. I hope that we can continue our cooperation.

希望我们能继续合作。

14. We sincerely hope that this transaction will turn out to the satisfaction of both parties.
我们真心地希望这次交易能使我们双方都能满意。
15. We hope that this market trend will continue.
我方希望这种市场趋势能继续发展下去。

Part II

16. It is hoped that you would seriously take this matter into consideration and let us have your reply soon.
希望你方能认真考虑这件事，并尽快答复我们。
17. We hope that you will deal with our request earnestly.
希望能得到贵方的迅速答复。
18. We hope to receive your immediate answer.
希望得到贵方的迅速答复。
19. We are looking forward to having your early reply to this matter.
希望贵方对这件事能尽早答复。
20. We hope that this dispute can be settled through friendly negotiation without its being submitted for arbitration.
我方希望争方可以通过友好谈判加以解决，而不要仲裁。
21. We look forward to your settlement at an early date.
我方期待着贵方早日解决这一问题。
22. Your early settlement of this case will be appreciated.
如能早日解决这一问题，我方将不胜感激。
23. We hope that you can settle the claim as quickly as possible.
希望贵方能尽快解决索赔事宜。
24. We hope that there will be no repetition of this kind of trouble in the future.
希望类似的麻烦将来不再发生。
25. We expect that you will offer us a lower price as soon as possible.
期待贵方能尽快报一个更低的价格。
26. We hope that the matter can be brought to a satisfactory solution.
希望此事有一个圆满的解决。
27. I do hope this undesirable incident will not stand in the way of our future business.
我希望这件不愉快的事情不会影响我们今后的贸易。
28. We hope this matter will not affect our good relations in our future dealings.

我希望此事不会影响我们将来业务中的良好关系。

29. I wish that this business will bring benefit to both of us.

希望这笔生意对我们双方都会带来好处。

30. We hope this incident will not bring any harm to our pleasant relations.

我们希望此事不会给我们的良好关系带来任何损害。

Unit Two 产品介绍

Part I

31. This model of typewriter is efficient and durable, economical and practical for middle school students.

这个型号的打字机对中学生来说，高效、耐用、经济、实惠。

32. The computer we produced is characterized by its high quality, compact size, energy saving and is also easy to learn and easy to operate.

我们生产的计算机其特点是质量好，体积小，节能，而且易学好用。

33. They are not only as low-priced as the goods of other markers, but they are distinctly superior in the following respects.

它们不但和其它厂家的产品一样低廉，而且在以下几个方面有其独特的优越性。

34. You will get a 30% increase in production upon using this machine and also it allows one person to perform the tasks of three people.

一旦使用该机器，你们将会增产 30%，而且一个人可以顶 3 个人使用。

35. This product will pay its own way in a year.

该产品一年就可收回成本。

36. This machine will pay back your investment in six months.

该机器半年就可收回投资。

37. The new type of suitcase car designed by our engineers is very ingenious and practical.

我方工程师设计的新款行李车非常精巧、实用。

38. This kind of bicycle can be folded in half and handy to carry around, especially useful during traveling and traffic jams.

这种自行车可以折迭，携带方便，在旅行中或交通堵塞时特别有用。

39. The maximum speed of this kind of variable-speed bicycle is 30 km per hour.

这种变速车每小时的最大速度是 30km

40. These machines have few breakdowns and are easy to maintain because of their simple

mechanical structure.

这些机器由于机械的构造简单，所以很少故障，易于保养。

41. Compared with the other brands, this kind of type costs less per mile and wears much longer due to its topnotch rubber.

与其它牌子相比，这种轮胎每公司损耗较少，也耐磨一些，因为它是一种流橡胶做成的。

42. This kind of type is characteristic of nonskid stops on wet roads.

这种轮胎的特点是在潮湿的路面上不打滑。

43. This material has a durable and easy to clean surface.

这种材料的表面耐用并易一地清洗。

44. This kind of air conditioning system is practical and economical for the needs of your company.

这种空调系统实用、经济、能满足贵公司的需要。

45. Our products are of superb quality as well as the typical oriental make-up.

我方产品，质量优良，具有典型的东方特色。

Part II

46. Our silk garments are made of super pre silk materials and by traditional silks.

我们的丝绸服装是用传统工艺做成的，采用的是高档真丝面料。

47. The garments are magnificent and tasteful and have a long enjoyed great fame both at home and abroad.

这些服装华丽、高雅、驰名中外，久享盛誉。

48. As our typewriters are made of light and hard alloy, they are both portable and durable.

我们的手提式打字机是用轻质硬合金制造的，故携带方便，经久耐用。

49. The hand bags we quoted are all made of the best leather and of various kinds of styles and colors in order to meet the requirements of all walks of life in your country.

我们所提的手提包均用最好的皮革制造，式样、颜色齐全，以适合贵国各阶层人士的需求。

50. As our product has all the features you need and is 20% cheaper compared with that of Japanese make, I strongly recommend it to you.

我们的产品具备了您所需要的各项特色，而且比日本产品便宜 20%，所以我们向您极力推荐。

51. Vacuum cleaners of this brand are competitive in the international market and are the best-selling products of their Kind.

这种牌子的吸尘器在国际市场上颇具竞争力，是同类产品中最畅销的。

52. "Forever" multiple speed racing bicycles are sure to be salable in your market.

永久牌变速跑车在你们的市场上一定很畅销。

53. Owing to its superior quality and reasonable price, our silk has met with a warm reception

and quick sale in most European countries.

我们的丝绸质量优良，价格公道，深受大多数欧洲国家的欢迎，非常畅销。

54. We feel that our product is the best kind in Asia and we can very well compete against Japan in price.

我们认为我们的产品在亚洲是最好的，在价格上完全可以与日本竞争。

55. Our goods are greatly appreciated in other markets similar to your own.

我们的产品在其它市场同在贵方市场一样受到欢迎。

56. By virtue of this superior quality, this product is often sold out of stock in many areas.

我们的产品因其优秀的质量，在很多地区经常脱销。

57. Our products are superior in quality and moderate in price and are sure to be saleable in your market.

我们的产品质量优秀，价格适中，在贵方市场上一定很畅销。

58. These items are most salable in our market.

在我方市场上，这些产品是最畅销的。

59. There has been a steady demand in our market for this kind of toy.

在我们的市场上，这种玩具的需求一直很稳定。

60. We have the pleasure in recommending you the goods similar to the samples you sent.

我们很高兴地向你们推荐类同于贵方所提供之样品的样品。

Unit Three 业务范围介绍

Part I

61. We wish to introduce ourselves to you as a state-owned corporation dealing exclusively in light industrial goods.

我们是一家国营公司，专营轻工产品。

62. We are introducing ourselves as one of the leading exporters of the same line of business.

我们是同一业务范围内的主要出品商之一。

63. We have the pleasure of introducing ourselves to you as a state corporation specializing in the export of canned goods.

我们很荣幸地向你们自我介绍，我们专营出口罐头食品的一家国营公司。

64. We introduce ourselves as dealers in bicycles and spare parts. We have been in this line for over two decades.

我们是自行车和零部件的经销商，我们在这一行业已经做了 20 多年了。

65. Our corporation is specialized in handling the export business of textiles.
我们公司专营纺织品出口业务。
66. The main products our corporation deals in are electrical appliances.
我们公司经营的主要产品是电器。
67. Our company is mainly engaged in agricultural products.
我公司主要经营农产品。
68. We specialize in the export of table-cloths.
我们专营餐布的出品业务。
69. Our company mainly deals with the export business of silk goods.
我公司主要经营丝织品的出口业务。
70. Our specialization is the exportation of Chinese silk garments.
我们专门经营中国丝绸服装的出口业务。
71. We are engaged in the import and export of machinery.
我们经营机械进出口业务。
72. We are now doing a large import business in fruits from Southeast Asia.
我们的业务是大批量进口东南亚的果品。
73. We specialize in handling clocks and watches of all sorts.
我们专门经营各种类型的钟表。
74. We also take on a variety of silk piece goods.
我们也经营各种绸缎的生意。
75. Our activities cover a wide range of commodities, such as ties, belts and shirts.
我们经营的商品范围多样，有领带、皮带、衬衫等。

Part II

76. We are in a very good position to supply most grades of canned fish at competitive prices and for good delivery.
我们完全有能力以最具有竞争性的价格提供各种鱼类罐头。
77. We are in a position to accept orders against customers samples specifying design, specifications and packaging requirements.
我们可以按照客户所提供的样品并根据其所要求的式样、规格、包装要求等接受订单。
78. We are not exporting straw and willow products, embroideries,, porcelain wares, jade carvings, antiques, Chinese paintings, silk flowers and various kinds of toys and gifts.
我们做草柳制品，刺绣制品，陶次瓷，玉雕，古玩，国画，绢花和各种各样的玩具和礼物的出品业务。

79. Our corporation is a major producer of technically advanced machinery and chemicals for industry and agriculture.
我们公司主要生产用于工业和农业的具有先进技术的机械和化工产品。
80. Electronic products fall within the scope of our business activities.
电子产品属于我们的业务经营范围。
81. We also do export business of hand made woven articles.
我们也做手工编制物品的出口业务。
82. We have been engaged in the glass business with many Asian countries for many years.
多年来我们一直在和许多亚洲国家做玻璃的业务。
83. Our company is mainly in the line of exporting Chinese art objects to European markets.
我们公司专做向欧洲市场出口中国工艺品的生意。
84. We also do import and export business in chemicals and agricultural products.
我公司还经营化学产品和农产品进出口的业务。
85. We have been importing and exporting all kinds of metals and minerals for 30 years and have many customers and friends in over 80 countries and regions.
86. Our corporation is a group enterprise integrating scientific research, business, production and service.
我们的公司是一家企业集团，集科研、业务、生产和售后服务为一体。
87. As a joint venture, our corporation has won a prominent position in the fields of home electronics, computers and telecommunications in China.
作为一家合资企业，在中国境内，我们公司在家用电器、计算器、电讯等领域处领先地位。
88. We are prepared to accept orders for goods with customers' own trade marks or brand names.
我们可以按照客户所指定的商品的商标和牌号接受订单。
89. We have been handling leather shoes and gloves for more than 20 years.
我们经营皮鞋和手套已经有 20 多年了。
90. We have been engaged for two decades in the manufacture of such equipment.
我们从事这类设备的制造已 20 年了。

Unit Four 承诺

91. We assure you that such things will not happen again in our future deliveries.
我们保证，今后交货不会再出现类似的情况。
92. We'd like to avail ourselves of this opportunity to assure you of our prompt and careful attention in handling your future orders.

我们愿借此机会向贵方保证，贵方今后的订单我们一定会迅速认真地处理。

93. Our products are always as good as the samples we send, I can promise there will be no debasement of quality.
我们的产品一定和送给你们的样品一样好，我保证质量绝对不会降低。
94. I guarantee that there is no difference in quality between the products we'll send you next month and what samples you saw just now.
我保证我方下个月将发送的产品和你们刚才所见到的样品在质量上不会有一丝一毫的差别。
95. I can promise you that the products we send you will be of A-1 quality.
我向你们保证我们会给你们送去的货物一定是一流的质量。
96. Our products are surely of standard quality.
我们的产品一定符合质量标准。
97. I give you my word that the payment will be made not later than the end of June.
我保证货款不会迟于6月底支付。
98. I promise I will check into these problems, and find out if they were our fault.
我保证一定会查清楚这些问题，看看是不是我们的错。
99. We can make sure that these goods will avoid being damaged during the transit.
我方保证这些货物在运输过程中不会被碰坏。
100. We will provide a fresh guarantee for the protection of the equipment repaired.
对于修理后的设备，我们将提供新的保证。

Unit Five 询盘

Part I

101. Please quote us for the goods listed on the enclosed inquiry sheet, giving your process CIF Jakarta.
请报所附询价单上的货物的价格，我们需要雅加达到岸价。
102. Please quote us your lowest price CIF Hamburg for 10MT of walnut meat.
请报10吨核桃仁最低的CIF汉堡价格。
103. Please quote us FOB London for 100 reams of good quality white poster paper.
请报100令优质白色广告纸的伦敦离岸价。
104. Please quote us your most competitive prices in order to consummate business.
请报出你方最具有竞争力的价格，以便达成交易。

105. Pleas quote us your lowest price for fertilizers.
请向我方报化肥最低价。
106. Pleas quote us your best price and let us know the minimum quantity for each order.
请报最优惠的价格，并告诉我们每一张订单必需的最少订购单。
107. Pleas make us as offer on CIF Hong Kong basis for handmade leather gloves.
请报手工制作的皮手套香港到岸价。
108. Pleas make us an offer, giving your price FOB New York.
请报纽约离岸价。
109. We have already made an inquiry for your articles; pleas make an offer before the end of this month.
我们已对你们的产品进行了询价，请在月底前报价。
110. I would like to make an inquiry about this type of leather bag.
我想询问一下这种款式皮包的价格。
111. We shall be pleased if you will furnish us with your quotation for this product.
如果贵方能向我方提供该产品报盘的话，我方会很高兴的。
112. Many of our customers are interested in your "Seagull" brand household scissors and we wish to have your C&F Shanghai quotations.
我方的许多客户对你方的"海鸥"牌家用剪刀感兴趣，希望你们能向我们报步第成本加运费价。
113. we want to know the price CIF Tokyo for your printed shirting 我们了解一下贵方印花衬衫的 CIF 东京价格。
114. We are anxious to get an offer for your products.
我方急于想要贵方产品的报盘。
115. We shall be very glad to receive an offer from you on this brand of radios.
贵方若能提供这种牌子收音机的报盘的话，我方会非常高兴。

Part II

116. We should like to know the offer for the price of this kind.
我们想知道这种大米的报盘是多少？
117. We would like to know the minimum order quantities per color and per design.
我们想知道每种颜色、每种图案的最低订购数量。
118. What price could you quote us on two dozen sets?
我们订购两打的话，你们的报价是多少？
119. Would you please quote us a price on your 71*84 reversible wool blankets, 15% wool and 85% cotton, bound with rayon satin?

请问羊毛 15%，棉花 85%，尺寸为 71*84 用人造丝包边的双面毛毯的报价是多少？

120. How much are you asking for this brand of ties?
这种牌子的领带，贵方报价是多少？
121. If we order 10,000 units, what will be your offer?
如果我方订购 1 万套的话，贵方的报价是多少？
122. What's the price for 1000 kilos of white sugar?
1000 公斤白糖的价格是多少？
123. Can you supply this quality at approximately 50 cents per meter?
你方可否以每米 50 美分的价格提供这种质量的产品？
124. If our order is a substantial one, how much will you bring your price down?
如果我方订购数目大的话，贵方能降价的幅度有多大？
125. How much discount could you offer on an order of this size?
这么大的订单贵方可以给我方打多少折扣？
126. Please inform us what special offer you can make us.
请告知我方贵方所能报的特优价。
127. Here is a list of my requirements. I'd like to have your lowest quotations, CIF New York.
这是询价单，希望你们报 CIF 纽约的最低价。
128. Please inform us of your lowest price CIF London.
请贵方报出 CIF 伦敦的最低价。
129. We would appreciate it very much if you let us know what discount you can grant us if we give you a large order of your products.
若贵公司能告知我方在大量订购量贵方产品的情况下给予多少折扣，我方将不胜感激。
130. Please let us have your best quotation by tomorrow, together with the appropriate time of shipment.
请在明天告诉我方贵方的最优惠价格以及大概的装运期。

Unit Six 报盘

Part I

131. This offer is subject to your reply reaching here on or before 26th June.
该报盘以你方答复是在 6 月 29 日或之前到达我处为准。
132. If we can receive your order within the next ten days, we will make you a firm offer at the

prices quoted.

如果我们在 10 天内收到你方订单，我们愿意按所报价格报以实盘。

133. This offer is firm (open, valid) for 5 days.

该报价有效期为 5 天。

134. The price we quoted is on FOB Shanghai basis instead of CIF Hong Kong basis and our offer will be valid until August 31.

我们所报价格是上海离岸价，而不是香港到岸价，我方报价的有效期至 8/31

135. We make you're the offer subject to your reply reaching us not later than noon December 23.

我方所报价格以贵方不迟于 12/23 日正午之前答复为准。

136. We have the offer ready for you.

我们已经为你准备好报盘。

137. I'd like to remind you that we'll have to withdraw our offer if we don't hear from you by next Monday.

我要提醒你的是，如果下星期一以前仍未接到贵方的答复，我方就得撤回报价。

138. This offer will remain effective for another 10 days from June 1,

该报价有效期至 6/1 起再延续 10 天。

139. The quality of our products is good and the prices are reasonable, so we are confident that you'll accept our offer dated 4th May.

我们的产品质量好，价格合理，因此相信贵方能接受我方 5/4 的报价。

140. Since the market is advancing rapidly, the price we offered you is the best, I believe.

目前市场价格上涨很快，我相信我方的报价是最好的。

141. here are our latest price sheets. You'll see that our prices are most competitive.

这是我们的 最新价格单，你会发现我方的价格极有竞争性。

142. We believe that the price we offer you can compete well with those of other firms.

我们相信我方所报价格与其它公司相比有很大的竞争性。

143. We hope you will accept our offer and give us your order soon.

我们希望贵方能接受我方的报价，并尽快下订单给我们。

144. We feel that our offer will give you full satisfaction and hope to receive a favorable reply from you soon.

我们认为我方的报价会令贵方十分满意，并期待着尽快收到贵方同意的答复。

145. If you think our proposal acceptable, please let us have your order at an early date.

如认为我方报盘可以接受，请早日下单。

Part II

146. We have the pleasure in offering you our product.
很高兴就我们的产品向贵方报价。
147. We are interested in making you an offer on our hand-made carpets, which are well received in the overseas markets.
很高兴向贵方报我方手工制作的地毯的价格，该产品在海外市场上深受欢迎。
148. Our price for two dozen pairs of plastic shower curtains with matching drapes would be \$45. Shall we hold them for your order?
两打与窗帘图案配套的塑料雨布的报价是 45 美元，需不需要我们给你们备货？
149. We give you a price of \$1440, FOB Chicago.
我们的报从是芝加哥离岸价 1440 美元。
150. We are pleased to quote you for 1500 dozen men's shirts as per the sample sent you before, at the price of \$5 per piece CIF New York for prompt shipment.
很高兴按照先前邮寄给贵方的样品报 1500 打男式衬衫的价格，每件纽约到岸价 5 美元，即刻发货。
151. In compliance with your request, we are now offering you 2000 dozen magnifiers at \$36 per dozen CIF San Francisco, September shipment.
按贵方要求，我们报 2000 打放大镜，每打旧金山到岸价 36 美元，9 月发货。
152. You will note that we are in position to offer you 50 long tons of tin toil sheets at the attractive price of \$135 per long ton C&F Shanghai.
你们可以发现我们向你们所报 50 英吨锡箔纸的价格是非常诱人的，每英吨为上海到岸价 135 美金。
153. We offer you 1500 tons of Canada Oats at the price of \$400 per ton.
现提供 1500 吨加拿大燕麦，每吨价格 400usd
154. We can quote you a price of \$75 a typewriter and a 10% discount on shipping.
我方可以给贵方 75 美元一台打字机的一个报价，运输方面可以给贵方打 10% 的折扣。
155. Our average wholesale price is \$180 per unit.
我们的批发价平均是每套 180usd
156. We offer you firm 2000 tons of chemical fertilizer at \$150 per long ton CIF Vietnam for delivery in April.
我方向贵方报出 2000 吨化肥实盘 CIF 越南价，每英吨 150usd，4 月发货。
157. We can offer a quantity discount of up to 15%, but we are prepared to give 20% discount for an offer to buy the complete stock.
大批订购可以获 8.5 折优惠，整批购入则可享受 8 折优惠。
158. I have here our price sheet on an FAS vessel basis. The prices are given without

engagement.

这是我们以船上交货为基础的价格单，所报价格没有约束力。

159. As prices are steadily rising, we would advise you to place your order without delay.

价格正稳步上升，建议贵方迅速订货。

160. Our product is in great demand and the supply is limited, so we would recommend that you accept this offer as soon as possible.

我方产品市场需求量很大，供货有限，建议贵方宜从速接受访报价为好。

Unit Seven 还盘

Part I

161. We hope you will consider our counter-offer most favorably and tell us your decision at your earliest convenience.

我方希望你方能考虑我们的还盘，给出一个最优惠的价格，并在方便的时候，尽早告诉我们你们的决定。

162. We wish you will consider your price and give a new bid, so that there can be a possibility for us to meet halfway.

希望你们能重新考虑你们的价格，报出一个新的价格，这样我们双方才有可能各让半步。

163. To accept the prices you quote would leave us with only a small profit on our sales because the principal demand in our city is for articles in the medium price range.

接受你们报价的话，留给我们的利润就不多了，因为我方市场对商品的主要需求是中等价格范围内的货物。

164. Your competitors are offering considerably lower prices and unless you can reduce your quotations, we shall have to buy elsewhere.

你们的竞争对手所报的价格要低得多，除非贵方降低报价，否则我们就从其它地方购货。

165. To accept your present quotation would mean a heavy loss to us, not to speak of profit.

如接受你方现报价格，对我方来说是一个重大损失，更不要说利润了。

166. I wish to point out that your offers are higher than some of the quotations from your competitors in other countries.

我想指出的是你们的报盘比你们在其它国家的竞争对手所提报的一些价格要高。

167. Your price really leaves no margin for reduction whatsoever.

你们的价格确实没有还价或再减的余地了吗？

168. We can obtain the same quality through another channel at a much lower price than that you quoted us.

同等质量的货物我们可以通过其它渠道买到，但价格却比你方的报价要低得多。

169. There is a big difference between your price and those of your competitors.
你们的报价和你们竞争对手所报价格之间的差距太大了。
170. We hope that you will quote us your rock-bottom price, otherwise we have no alternative but to place our orders elsewhere.
我们希望贵方能向我方报最低价，不然的话我方只能向其它商家下订单。
171. If you insist on your original offer, it will reduce our profit considerably.
如果贵方坚持原来的报价的话，我方的利润就会大幅度地下降。
172. We didn't expect that the discount you offer would be so low.
我方没有想到贵方给的折扣那么低。
173. Your price should be based on the actual situation of our customer.
贵方的价格应该按照我方客户的实际情况来确定。
174. In our market, products of similar types are so many and with such low process that many of our regular customers may switch to other companies, I'm afraid.
在我方市场上，同类产品非常之多，价格又那么低廉，恐怕我们的许多老客户会转而购买其它公司的产品。
175. Your offer is not acceptable because we have another supplier offering similar quality products at a 4% discount.
我公司不能接受贵方的报价，因为有另外一家厂商报同样质量的商品时有4%的折扣。
176. Your quotation is by no means favorable with those of other origins.
同其它货源比，贵方的报价显然没有任何优惠之处。
177. I'm sorry to say that your prices are about 9% higher than those offered by other suppliers.
我很抱歉地说，贵方的报价比其它供货商的价格要高出大约9%
178. Compared with what is quoted by other suppliers, your price is uncompetitive.
同其它供货商所报价格相比，贵方的报价一点也不具竞争性。
179. Your price compare unfavorably with your competitor's.
与贵方的竞争对手相比，你们所报价格一点也不占优势。
180. Our counter-offer is well in line with the international market fair and reasonable.
我们的还盘完全符合国际市场的价格水平，公平，合理。

Part II

181. Your offer is wider than we can consider.
贵方所报价格超出了我们的考虑范围。

182. We very much regret to state that our end users here find your price too high and out of line with the prevailing market level.
我方很遗憾地告知贵方，我方市场的最终客户认为你们的报价太高，偏离了现行市场的价格水平。
183. We appreciate the good quality of your goods, but unfortunately we are not going to accept the offer on your terms.
虽然我们很欣赏贵方货物的质量，但遗憾的是我方无法按照你们的条价接受报价。
184. We find your prices are too high to be acceptable.
我们发现你方价格太高，我方难以接受。
185. We regret to say that your offer is not in the least encouraging.
我方很遗憾的认为，贵方的报价一点都没有诱人之处。
186. The quotation submitted by you is too high.
贵方所报价格太高了。
187. We regret that it is impossible for us to entertain the bid.
很遗憾我们无法接受该报价。
188. You're making us pay too high a price. That'll put us in a tight corner.
你要的价格太高了，这会使我们很为难。
189. It would be impossible for me to push any sales at such high prices.
价格如此之高，我无法推销。
190. Your price is beyond our expectation.
你们的报价超出了我们的预期。
191. You should know that the price of the same product should be fixed differently in different markets, but yours is definitely too high in our market.
贵方应该明白，相同的产品在不同的市场，其价格的确定应该是有所不同的，但贵方所报价格在我方市场上绝对是高的。
192. Your quotation of sewing machines is too high to be acceptable.
贵方缝纫机的报价太高，我方不能接受。
193. We regret so say that your price is on the high side. We do not think there is any possibility of business unless you cut your price by 20%
我方很遗憾地告诉贵方，你们的价格太高了，我方认为没有成交的可能性，除非贵方降价 20%
194. Your price has gone up so rapidly. It would be impossible for us to push any sales at such a price.
贵方的价格上涨得那么快，以这样一个价格推销产品，对我们来说是不可能的。
195. We regret to say that there is no possibility of business because of your high price.
很遗憾，你方价格太高，无法成交。
196. The price you offered is entirely unworkable.
贵方所报价格根本没法做。

197. if you hang on to the original offer, business is impossible.
如果贵方坚持原报价的话，生意将无法成交。
198. If you are able to make the price easier, we might take a larger quantity.
如果贵方的报价再低一点的话，我们要的量也许会大一些。
199. There is little likelihood of concluding business at your price.
以这个价格达成交易几乎没有什么可能。
200. We think that your offer is not favorable for us to increase the market share on our end.
我方认为贵方的报价不利于我方增加我方市场的占有率。

Unit Eight 对还盘的反应

Part I

201. Your counter-offer is much too low, especially considering the small amount of your order.
就你们所定的量来看，你们的还盘太低了。
202. Our price is fixed on a reasonable level.
我方的报价是以一个合理的水平来确定的。
203. Our products are moderately priced.
我方的产品定价适中。
204. This is the best price we can give you.
这是我方所能报的最优惠的价格了。
205. The price has been reduced to the limit.
该报价已经降到最低限了。
206. Our price is already on its lowest level.
我方的价格已经是最低价了。
207. There is little scope for further reducing the price.
已经没有再了降价的余地了。
208. Considerable quantities have been sold at this level, any further reduction is out of the question.
以这个价格卖出去的货一直很多，再进一步降价是不可能的。
209. We cannot make any further discounts.
我方无法再多给折扣了。

210. This is our rock-bottom price. We can't make any further concessions.
这是我方最低价格，不可能再让了。
211. Sorry, we generally do not quote on a discount basis.
抱歉，一般来说我方的报盘不打折扣。
212. We can't make any allowance for this lot.
这批货我们不能再让价了。
213. This is the very best offer we can make for your. We consider this is a rock-bottom price indeed.
这是我方所能报的最优惠的价格了。我方认为这确实是地板价了。
214. I'm afraid there is no room to negotiate the price.
恐怕没有再讲价的余地了。
215. This is a special offer and is not subject to our usual discount.
这已经是优惠价了，没有平时的折扣了。
216. The possibility of a fall in price is rather remote, I'm afraid.
恐怕降价的可能性是很渺茫的。
217. The price we offer you is the lowest, we cannot do better.
我方所报价格已经是最低了，我们无法再让了。
218. We very much regret to say that we can't cut the price to the extent your required.
非常抱歉，我方无法将价格降到贵方所要求的程度。
219. We are in a difficult position to satisfy your request for reducing the price.
我们很难满足你们的降价要求。
220. It is really difficult to comply with your request for shading the price.
关于你方要求降价一事，我们实难照办。

Part II

221. I dare say that the prices we offer compare favorably with any quotations you can obtain elsewhere.
我敢说，我们所报价格比你们从任何商家获得的价格都要优惠。
222. I'm afraid you won't find another company who will give you a cheaper price than ours.
恐怕你找不出能给出比我们价更低的另外一家公司。
223. What we give you is a good price. We don't think it could be put better. Take it or leave it, it's up to you.
我们所报的价格是很优惠的，不可能再低了，要不要随你。
224. If you compare the quality of our goods with that of other countries, you will see that our

- price is very reasonable.
假如你把我们的产品质量和别国的比较一下，就看出我们的价格是很合理的。
225. The price we quoted you for belts is much lower than that of last year's. You must have found it very competitive.
我方的皮带报价比去年的报价要低的多，贵方应该能看出该报价很具有竞争力。
226. Our offer might be a bit high, but you will soon make bigger profits when market fluctuations stop.
我方的报价可能会略微偏高一点，但一旦市场回稳，你们会赚取更高的利润的。
227. The present market situation is on an upward trend, so you don't have to worry about the profit.
目前的市场趋势在往上走，所以贵方不必担心利润的问题。
228. Our product is rather competitive, so there is no question of profit.
我方的产品极具竞争性，利润不是问题。
229. Your counter-offer seems to be a little tight. If so, our profit margin will be too small.
贵方的还盘是不是太低了些，如果这样的话，我方的利润额就太小了。
230. If you increase your initial order to 30,000, I suppose we would consider reducing the price to \$380 per unit.
如果贵方能将首次订货升至3万套，我想我方可以考虑将价格降至380美元一套。
231. If you double the order, we may consider giving you an 8% discount.
如果贵方的订货时能增加一倍的话，我方可以考虑给你们8%的折扣。
232. The best we can do is to allow you 2% off our quotation.
我们最多只能将所报价格降低2%
233. There are so many rich people in your area. To them, a high price means a good quality product.
贵方市场上有那么多有钱人，对他们来说，高价位代表了高质量产品。
234. If you stick to your counter-offer without any compromise, we might not be able to make a deal.
如果贵方坚持你们的报盘而一点都不让步的话，这笔生意我们可能就无法成交了。
235. Your bid is obviously out of line with the price ruling in the present market.
很显然，你方的还价与当前行市不符。
236. We regret that we cannot book your order according to your counter-offer.
很遗憾，我方不能按照贵方的还盘接有你方订货。
237. Our table-cloths are moderately priced and quite salable in your market.
我们的台布价格适中，在你方市场上完全可以做得开的。
238. We don't think that this price can be considered high in your market.
我方并不认为这个价格在你们市场会很高。

239. We feel that your counter-offer is not proper because the price for such material is on the rise at present.
我方觉得贵方的还价不合适，因为该材料的价格目前正在上涨。
240. We are not in a position to entertain business at your price, since it is far below our cost price.
由于你方出价比我们成本低得多，我们不能接受订货。

Unit Nine 要求优惠

Part I

241. All your quotations are on an FOB Vancouver basis. May I ask if you allow any discount?
你方报的都是 FOB 温哥华价，请问你们给不给折扣？
242. Isn't it possible to give us a little more discount?
难道就没有可能再多打一些折扣了吗？
243. If you are prepared to give me some allowance, I'll consider placing an order for 10000 doze.
如果你们愿意减价的话，我可以考虑订购 10000 打。
244. Should you be prepared to reduce your price, we might come to terms.
如果贵方准备降价的话，我们也许就能成交。
245. If I show you an offer lower than yours, would you be able to conclude transaction at that price?
如果我告诉你一个比你们低的价格，你愿意以那个价格成交吗？
246. If the order is substantial one, how much will you come down?
如果订购数量相当大，你们可以降价多少？
247. May we suggest that you make some allowance on your quoted prices?
我方建议贵方的报价降低一点吗？
248. If we place an order for 2000 dozen up, can you give us a special discount?
如果我方订购 2000 打以上的话，贵方能否给我们一个特殊折扣？
249. If our order is more than 10000 MT, will you give us an additional 6% commission?
如果我方订购 1 万吨以上的话，贵方能否额外给我们 5% 的佣金？
250. We hope you will allow us come discount on our purchase of 6000 dozen?
我方购买 6000 打的话，希望贵方能给我方一些折扣。
251. We'd like to ask for a reduction in price because of the big size of our order.

鉴于我方的定货量很大，希望能降价。

252. Since the present market is so weak, you'll have to lower your price if you want us to increase sales.

由于目前的市场不那么景气，如果贵方需要我方增加销售量的话，就必须降价。

253. We hope to get your best offer for bicycles.

希望贵方能报自行车的最低价。

254. We invite quotation of the lowest price.

我们恳请报出最低价。

255. May we suggest that you could perhaps make some allowance on your quoted prices?

我们能建议贵方对所报价格打些折扣吗？

Part II

256. If you reduce the price by 2%, I think we can do 20 MT.

如果贵方降价 2% 的话，我认为我方可以购买 20 吨。

257. If possible, we'd like to ask for a reduction of \$5.5 per M/T.

可能的话，我们希望每吨能降价 5.5 美金。

258. If you are willing to give me a 5% reduction, i'll order 5000 dozen.

如果你们愿意减价 5%，我就订购 5000 打。

259. The sugar of French make has been sold at the level of \$98 per long ton. If you can reduce your limit by, say 8%, we might come to terms.

法国生产的砂糖一直以每长吨 98 美元销售的，如果贵方能降价的话，比如说 8%，我们也许能达成交易。

260. We would very much like to place further orders with you if you could bring down your price by 15%. Otherwise we can only switch our requirements to other suppliers.

如你方降价 5%，我方就很愿意继续向贵方下单，不然的话，我们只得将我方购货要求转向其它货商。

261. No one can do business at such unreasonably high prices. You have to cut them down by at least 10%, I'm afraid.

没有人会以那么不合理的高昂价格做生意。恐怕你们至少要降价 10%。

262. We shall book a trial order with you, provided you will give us a 5% commission.

如果贵方能给我方 5% 佣金的话，我方可以向贵方试订。

263. Only by cutting the price by more than 10% can more customers be lured to buy your products.

只有降价 10% 以上才有可能吸引更多的客户来购买贵方的产品。

264. We would like to ask for 10% off your offer if our offer is more than 2500 units per

season.

如果我方每个季度的订货超过 2500 套的话，希望报价能打 9 折。

265. We hope that you will give us a special discount of 2% if we order more than 10000 sets.

如果我方订购 1 万套以上的话，希望贵方能给予我方 2% 的特别折扣。

266. Please make a discount of 5% off the prices in the catalogue.

请按商品目录上的价格打 9.5 折。

267. Hope that you will make at least a 4% reduction on your quotation, or business is not possible.

希望你能将报价至少降低 4%，否则无法达成交易。

268. We can accept the goods only at a reduction of 20% on the contract price.

我们只能按合同价的 8 折价格接受货物。

269. If you can lower your limit by 5%, business is hopeful.

如果贵方能降价 5%，成交才有希望。

270. We will place our order with you if you could lower your price to \$1200 Per MT.

如果贵能将价格降为每吨 1200 美元，我们就向你方订购。

Unit Ten 给予优惠

271. On orders for one hundred pieces or more we allow a special discount of 1.5%

对 100 匹或 100 匹以上的订单，我们可以给 1.5% 特别折扣。

272. A discount of 5% may be allow if the quantity for each specification is more than 1000 sets.

如果每一种规格的量超过 1000 套的话，我方可以给 5% 的折扣。

273. For quantities of more than 500 units, we can offer a discount of 15% on our price list.

数量在 500 套以上的筐，我方可以按价目表给予 5% 的折扣。

274. We are glad to make a 5% discount for an order of 100 dozen or more.

对于 100 打以上的订单，我方乐意给予 5% 的折扣。

275. We should be pleased to allow you the requested discount of 5% if you are willing to raise your order to 50000 pieces.

若贵方愿将订单增加至 50000 件的话，我方乐意给予所要求的 5% 折扣。

276. We will entitle you to a 10% discount during July on anything you buy.

您 7 月份来买任何东西时，价格均可按 9 折优惠。

277. You can receive a special 15% discount on orders placed before the end of December.

贵方能在 12 月底之前下订单的话，我方可以给 15% 折扣。

278. If your order is large enough, we are ready to reduce our prices by 5%
如果你们的定货量相当多的话，我们打算降价 5%。
279. There's a 10% discount if you order in volume.
如果量大的话，有 10%的折扣。
280. If an order is exceptionally large we are prepared to increase the discount.
如果订货量特别大，我们愿意回大折扣。
281. If you are willing to buy the whole lot once and for all, we can grant you a discount of 8% on the price.
如果你们愿意一次性购买整批货物，我们可以给你们 8%的价格折扣。
282. To help you sell our product, as an exception, we'll give you a special discount of 2%.
为了能帮忙你方推荐我们的产品，作为例外，我们给你方 2%的特殊折扣。
283. We'll bring our price down by 4% for a good start for our business relationship.
为了使我们的业务关系有一个良好的开端，我方准备给贵方 5%的折扣。
284. In order to close this deal we shall further reduce our price by 5%
为了达成交易，我们将再次降价 5%
285. For the sake of our long-term friendship, we are going to accept the price reduction on the radios. How about 6% off?
为了我们长期的友谊，我们准备接受收音机的减价，减价 6%怎么样?
286. In order to help you to develop business in this line, we are prepared to offer you a discount of 5%
为了帮忙你方发展这一行业的生意，我们愿提供 5%的折扣。
287. In order to wind up this transaction with you, we are ready to take 3% off this original quotation.
为了成交，我们准备按愿报价消减 3%。
288. After careful consideration, we decided to bring the price down to \$420 per unit.
经过认真考虑，我方决定每套降至 420 美元。
289. We are prepared to offer our computers to you at the special discount rate of 15%
我们准备按特惠价格供应贵方计算机，给你们打 15%的折扣。
290. Our quotation is subject to 5% commission.
我们的报价有 5%的佣金。

Unit Eleven 双方让步

291. In view of our good cooperation over the past few years, we are prepared to accept your price.

鉴于我们过去几年来的友好合作，我们准备接受你们的报价。

292. As a gesture of friendship, we accept the price of \$50,000 for 1000 pairs of leather shoes.
为了表示友谊，我们接受 1000 双皮鞋为 50000 美元的价格。
293. It sees there is nothing more I can do but accept this price.
看来我也只好接受这个价格了。
294. How about meeting each other half way, and each of us makes a further concession so that business can be concluded.
能不能互相做出让步，各方再让一步，生意就能成交了。
295. I think that we should come to a compromise with each other in order to get the deal done.
我想为了做成这笔交易，我们双方应该达成一项折的办法。
296. Business it quite possible if each side makes some concessions.
如果双方都作一些步让，生意是完全可以成交的。
297. If it is really so, we have to agree to your payment terms.
如果真提这样的话，我们也只好同意你们的支付条件。
298. We'd like to reduce the original offer slightly as a compromise.
作为让步，我们可以将原报价降低一些。
299. We may consider making some concession in our price.
在价格上，我们可以考虑作一些让步。
300. In order to encourage business, we are prepared to make a reduction.
为了促销，我们准备减价。
301. We found we could make a step further provided the quantity would be no less than one million tons.
我方认为只要不少于 100 吨，价格方面，我们可以再让一步。
302. To show our sincerity, we are prepared to make you a special concession of 6%.
为了表示我们的诚意，我方将给你方 6% 的特殊折扣。
303. After serious consideration, we can accept your counter-bid.
经过认真的考虑，我方可以接受你们的还盘。
304. Considering your substantial order, we can give you this exceptional treatment.
考虑到你们订购的数量比较大，我方可以给你们这一破格的待遇。
305. Since it is the case, we would exceptionally comply with your request by reducing our price to \$5 per piece.
既然是这样的情况，我们愿意破例答应你方要求，将价格每个降至 5 美元。
306. We are pleased to grand you a 7% discount from the original offer since you agree to increase the order.
既然你们同意增加订购数量，我们也很高兴给予你们原报价的 7% 的折扣。
307. To get business underway, we agree to take this as an exceptional case.

为了促成这笔生意，我们同意将它作为一个特例来处理。

308. We are prepared to reduce the price to \$7.21

我方准备把价格降至 7.21 美元。

309. 10% is out of the question, but we are prepared to offer you 8%.

10%是不可能的，但我们准备给你们 8%的优惠。

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

作为通融，我方同意你方采用付款交单方式，但仅此一次。

Unit Twelve 订货及确认

Part I

311. We are pleased to give you an order for 3000 computers in the current stock at the prices you quoted.

我方很高兴按你方所报从格条件订购 3000 套计算机，要求现货供应。

312. We wish to order from you your products as per our purchase.

我方希望能按照定货单从你处订购贵方的产品。

313. We are pleased to place with you an order for 2000 washing machines to be supplied from current stock.

我方很高兴地向贵方订购 2000 台洗衣机，希望能现货供应。

314. We wish to order from you according to this purchase order.

我们希望能按照这个购货订单向你方订货。

315. Thank you for your quotation dated May 20th, and this is our official order for 10 palace lanterns.

感谢贵方 5/20 日的报盘，这是我方购买 10 台宫灯的正式订单。

316. We are glad to inform you that your samples are satisfactory. We would like to order four of the terms.

我方很高兴地通知贵方，你们的样品我方很满意，我方想订购其中的 4 个商品。

317. If the quality is up to our exception, we shall send further orders in the near future.

如果质量能符合我方要求的话，我方将会在不久的将来继续向贵方订货。

318. we find both the price and quality of your produces satisfactory to our clients and are pleased to give you an order for the items on this sheet.

我方用户对贵方产品的价格和质量均很满意，现向你们订购写在这张纸上的产品。

319. We should be glad if you would accept our order for coffee whose number is No. 3003.

如果贵方能够接受我方购买编号为 3003 号咖啡的订单的话，我方会感很高兴。

320. We'd like to place an order with you for 1000 cases each of No.77 and 100 at \$5 and \$6 per case FOB Shanghai respectively.

我方想向贵方订购编号为 77 和 100 价格分别为每箱上海离岸价 5 美元和 6 美元的商品各 1000 箱。

321. What is the minimum quantity of an order for your goods?

贵方货物的最低订购量是多少？

322. I am trusted to place an order for 100 sewing machines at 250\$ each.

我受托订购每台为 250 美元的缝纫机 100 台。

323. This is our official trial order for 500 computers.

这是我方 500 台电脑的正式试订单。

324. We need iron nails of all sizes.

我们需要各种尺寸的铁钉。

325. If you can fill our order of 5000 ties very soon we'd like to place the order with you now.

如果贵方能很快的执行我方 5000 条领带的订单的话，我方想现在就下单。

326. We hoped that you can accept the order in the buyer's design and measurement.

我方希望贵方能接受客户送来的设计和尺码的订单。

327. Since you are so eager to secure a order from us now we can place an order with you.

既然贵方那么想获得我们的订单，我们现在可以向你们订货了。

328. We will send you the order very soon, please hurry on the execution of the order.

我方很快就会把订单给你们寄去，请贵公司加紧履行订单的工作。

329. If we are satisfied with the product, I think we will place more orders.

如果产品令人满意的话，我们以后还会下更多的订单。

330. The order is so urgently required that we must ask you to make the earliest possible shipment.

我方急需这批货，务必请尽早装运。

Part Two

331. We can now confirm you the order for 500 bed sheets and pillow cases.

我方现在可以确认贵方所订购的 500 床床单和枕套。

332. We are glad to receive your order and confirm the acceptance for it.

很高兴接到贵方订单，并确认予以接受。

333. This is the confirmation of your order place last week.

这是我方对贵方上周订单的确认。

334. This is our sales confirmation confirming your order No 26 of April 10th.
这是我方的销售确认书，确认贵方 4/10 的第 26 号订单。
335. We have booked your order No 267 for optical instruments.
我们接受你方有关光学仪器的第 267 号订单。
336. We have accepted your order of June 10th for 300 typewriters.
我方已接受贵方 6/10 关于 300 台打字机的订单。
337. We acknowledged your order of May 5th for 100 unit motorcycle P180.
我方接受贵方 5/5 关于 100 台 p180 摩托车的订单。
338. We have decided to accept your order in spite of the current shortage of the goods.
尽管现在的供应非常紧张，但我方还是接受贵方的订单。
339. We have now decided to supply you with all the parts as itemized in your order and going to apply to the government agencies concern for export licenses.
我方现决定向贵方提供贵方所订购的所有部件并准备向政府有关部门申请出口许可证。
340. We thank you for your order of 20th May and supply you with 2,000 ties No.235.
感谢贵方 5/20 日的订单，现向贵方提供编号为 235 号的领带 2000 条。
341. You maybe assure that we shall do our best to execute the order to your satisfaction.
我方会尽力执行贵方的订单，让您满意。
342. We promise to give our best tension to the execution of your order.
我们保证认真执行贵方的订单，敬请放心。
343. We regret that owing to the shortage of stocks we are unable to fill your order.
由于存货短缺，很遗憾，我方无法供应贵方所需货品。
344. We feel great regret that we can no longer supply the goods you order as the production has been discontinued since last August.
很抱歉，我们不能向贵方提供所订货品，因为从去年 8 月起，该产品就已经停止了生产。
345. It is hard for us supply the amount you need.
我方很难提供你们所需的量。
346. It is impossible for us supply 3,000 sets for the time being.
目前我方无法向贵方提供 3000 套。
347. At present, we can not undertake to entertain your order owing to the uncertain availability of raw materials.
我方无法确定原料供应量是否充足，所以目前我们不能接受贵方的订单。
348. We regret that we are unable to meet your requirement for the time being as orders has been full booked.
货物已全部订单，目前我方无法满足贵方的要求。
349. We are sorry to inform you that we are not able to supply these articles for the moment.
很抱歉，这些商品我们暂时不能供应。

350. We are too heavily committed to be able to entertain fresh orders.
向我们订货的人实在太多了，我们不能再接受新的订单了。

Unit Thirteen 请求代理并说明代理理由及代理能力

Part One.

351. We want to know if you could point us as your agent for the sale of your green tea.
我方想知道贵方可否委托我方代理销售贵方的绿茶。
352. If you are not already represented here, we should be interested in acting as your sole agent.
如果贵方尚未在我方市场上有委托代理的话，我方很有兴趣做你方的独家代理。
353. We should like to be pointed as your agent in our country.
我方很希望贵方能指定我方做在我们国家的代理。
354. We should be glad if you would consider our application to act as agent for sales of your plastic slippers.
如果贵方能考虑到我方代销你们塑料拖鞋的申请的话，我们会感到很高兴。
355. If you none represented you here in London yet, we would like to act as your sole agent.
假如你公司在伦敦这儿还没有代理，我们有意做贵公司的独家代理人。
356. As we have learned from our customer Mr. Harry that you are anxious to extend your activity in our market and you are not represented at present. We would like to recommend our company as a most suitable agent for your products.
我方从我们的客户亨利先生处得知，贵方急于想在我方市场拓宽业务，但目前还没有代理，作为一家代销贵方产品最合适的公司，我们想作自我推荐。
357. We are in a good position to be your sole agent.
我方完全能够做你们的独家代理。
358. We require the agency in our market for your precision apparatus.
我们请求在我方市场代理你们的精密仪器。
359. We hoped that you will point our company as the soled distributor in Japan.
我方希望贵方能指定我公司为日本的独家代理人。
360. You can entrust us with the soled agency for your shirt in our country.

贵方可授予我方在我们国家销售贵方衬衫的独家代理权。

361. We ask to be the sole agent for your clock in our territory.

我方要求在我方地区独家代理贵方的时钟。

362. We'd appreciated very much if you could give us the opportunity to act for you in this city.

如果贵公司能给我方在本市做你方代理的机会，我方会感激不尽的。

363. We can represent your chemical products if you agree.

如果贵方同意的话，我方可以代理销售你们的化工产品。

364. We'd like to offer our service in the sale of your refrigerators.

我方希望能代理销售你们的冰箱。

365. We shall be very much pleased to act as your sole agent in China for your products.

我们非常乐意担任你方的独家代理，在中国销售你方产品。

Part Two

366. We are able to work as your sole agent because we have local knowledge and wide connections.

我方可以做你们的独家代理，因为我方对当地市场很了解并且有广泛的销售网络。

367. We can be a good agent because we have a group of well trained salesman.

我们是一家很好的代理机构，因为我们有一群训练有素的推销员。

368. If we may have the honor to act as your sole agent in the sale of handy crafts in our territory. No doubts such ties will do good to expend our mutual trade.

如果我方能荣幸地在我们地区独家代理销售手帕的话，毫无疑问，这种关系一定能有助于扩大我们的相互贸易。

369. If you can sign a sole agency agreements with us will double our turnover.

如果你方能与我们签订独家代理协议，我们将会使我们的营业额翻一番。

370. If you make us your agent in China, we will try our best to push and publicize your products.

如果指定我们做你们在中国的代理的话，我们将会努力推销和宣传你方产品。

371. We have many advantages to act as your sole agent.

我方有很多优势做你们的独家代理。

372. We have sufficient canvassing abilities to be your sole agent.

我方有足够的推销能力做你们的独家代理。

373. We have enough positive experiences to act as your sole agent.

我方有足够的经验做你们的独家代理。

374. We trust that our experiences in foreign trade marketing will entitle us to your confidents.
我方相信我们在外贸和推销方面的经验足以值得贵方的信任。
375. We believe that many years of our experiences in international trade will undoubtedly meet your requirement.
我方相信我方多年在国际贸易方面的经验一定能满足贵方的要求。
376. The salesman in our company is well trained and have rich canvassing experience.
我公司的职员经过很好的训练，而且具有丰富的推销经验。
377. It is our hope that after knowing our sales ability you will consider according us the exclusive selling right for your portable cassette recorders.
希望你方在了解了我们的销售能力以后，全考虑给我们手提盒式录音机的独家经销权。
378. We have 30 years experience in agency and we believe that we could work up very satisfactory in pushing the sales of your products.
在代理方面我们有 30 年的经验，相信在推销贵方产品方面，我们一定可以取得令人满意的结果。
379. We can assure you that we are well experienced in this line.
我们可以向你们保证我方在这方面是很有经验的。
380. Which our rich experience in marketing your products in our city, we have the ability to increase the turnover to 50,000 \$.
在我方城市推销贵方的产品方面，我方有丰富的经验，所以我们有能力将销售额提高到 5 万美元。

Unit Fourteen.对代理请求的回应

Part one

381. We are glad to offer you for the sale of our products in your city.
我方很高兴委托贵方在你们城市独家代理销售我方的产品。
382. We have decided to offer you an appointed as our sole agent for New York.
我们已决定委托贵方作为我们在纽约的独家代理。
383. Your experience in this field makes us believe that you can be a good agent.
我方相信，贵方在这方面的经验能帮助你们成为一个好的代理商。
384. We feeling inclined to agree to your agency of our products.
我们拟同意贵方代理我方的产品。
385. We are willing to negotiate with you on your proposal to act as our agent.

我方愿意就你方充当我方代理的建议同你方商谈。

386. After paying due consideration to your proposals and investigating your business standing, we have decided to appoint you as our agent in the district you defined.

经考虑你方的提议以及调查了你们的业务情况以后，我们决定委托你在你方提议的地区内做我方代理。

387. Considering that you are experienced in promoting the sale of our crafted paper and your market still have potential, we have decide to appoint you as our sole agent in your local market.

考虑到你方有推销我们的牛皮纸方面的经验，市场又有潜力，我们决定指定你方为我方在贵国市场的独家代理。

388. We regret that we are unable to accept your proposal since we already have an agent in your area.

在贵地区我方已经有了代理，民以很遗憾我方不能再接受你们的建议。

389. We have already appointed a Tokyo-Silk as our agent in your territory.

我方已经在你们地区委托了东京丝绸公司做我方的代理了。

390. Sorry, we have already several representatives of our products in your district.

对不起，在你们地区，我方已经委托好几个代理商销售我方的产品了。

391. We have honestly consider your proposal to represent us in your city for the sale of Chinese porcelain vases and have now appointed you as our agent.

我方已认真考虑了贵方关于在你们城市代理我方推销中国瓷器花瓶的建议，现决定委托贵方做我方的代理。

392. Your application for sole agency is now under our careful consideration, if possible we should like to know your plan to push the sale of your products.

你们想独家代理的请求我们正在仔细考虑当中，如可能的话，我们很想了解你方推销我们产品的计划。

393. I think we have to about your proposal about agency carefully.

我想我们必须慎重考虑你方关于代理的建议。

394. Please tell us your detailed plan of sales promotion so that we may proceed with our negotiations about the terms of agency agreement.

请告知我方贵方促销的详细计划，以便商议代理协议的条款。

395. Your proposal for sole agency will soon be under careful study.

你方独家代理的建议我方很快就会认真研究。

Part Two

396. We are not inclined to consider any questions concerning agents.

我方不打算考虑任何与代理有关的问题。

397. We are not prepare to point a agent for your district.
我方不准备在你们地区委托贵方做我方的代理。
398. We have no intention of considering exclusive sells in your market at present.
目前我们还没有在贵方市场指定独家代理的意向。
399. We are not ready yet to discuss the question of agency in the present moment.
目前我方还不准备讨论代理的问题。
400. Since the market situation is not known to us, we are not going to take the question of sole agency into consideration for the time being.
由于我们不甚了解你方市场的情况，目前还不准备考虑独家代理的问题。
401. As the volume of business concluded by you is not big enough, we won' t consider the question of agency.
鉴于贵方去年成交的数额不大，我方不会考虑代理的问题。
402. We think it premature for us to discuss the question of agency at present stage.
我方认为现阶段讨论代理的问题对我方来说还为时过早。
403. The time is not yet mature to discussion of agency.
讨论代理的时间还不成熟。
404. We would like to say that this initial stage contract between us, both side do not understand each other very well, so there seems to be no sufficient bases for us to negotiate agency.
我方想要说的是在我们履行合同的初期，双方的相互了解还不够，因此我们讨论代理的条件还不太具备。
405. I am afraid that this is not good time yet to push the sales of our product in your market.
恐怕现在还不是在贵方市场上推销我方产品的时机。
406. We do not think the time is right for the discussion of the question of exclusive agency.
我们认为讨论独家代理问题的时机尚不成熟。
407. We regret to say that since there is so far no transaction concluded between us, we have to decline your quest for agency.
由于我们双方迄今未成达任何交易，很遗憾我方不得不拒绝贵方申请代理的要求。
408. The question of agency is still under consideration and we hope you will continue your effort to push the sale of our product at present stage.
代理的问题还在考虑中，我方希望在现阶段贵方还要继续努力推销我方的产品。
409. We shall not consider pointing you as our sole agent until your sales record justify our doing so.
待你们的销售成绩足以表明可以委托你方独家代理时，我们才会考虑此事。
410. Shall we discuss the matter of agency when your market condition turns better?
我们是否等到中方市场情况好转时再来谈代理的事情，好吗？

Unit Fifteen 代理条件和要求

Part one

411. We can't give you exclusive agency of the whole European market without having the slightest idea of your possible annual marketing turnover.
在一点都不了解贵方能做得到的年销售额的情况下，我方无法给你们整个欧洲市场的独家代理权。
412. Before we know your sales volume, your plan for promotion and import license's conditions, it is rather difficult for us to consider your proposal.
在了解贵方的销售额、促销计划以及进口许可证等情况之前，我方很难考虑贵方的建议。
413. We have noted your quest to act as our agent in your district, but before going further into the matter, we should like to know more about your market.
我方已经注意到贵方要在你们的地区做我方代理的请求，但在进一步研究此事前，我方想更多地了解贵方的市场情况。
414. To enable us to make further study of your proposal, would you please let us know as early as possible the sales prospects of the item in your market, your program in detail, your business organizations in various districts and their activities.
为了帮助我方进一步地研究贵方的销售计划，请贵方尽快告诉我方该产品在贵方市场上的销售前景，你们的详细计划，你们在各地区的销售组织以及他们的销售情况。
415. Unless you increase the turnover we can hardly point you as our sole agent.
如果贵方不提高销售额的话，我方很难委托贵方作为我方的独家代理。
416. If you can push the sales successfully for the next 6 month we may appoint you as our agent.
如果下半年贵方能推销我方产品的话，我方也许可以委托贵方做我方的代理。
417. We feel it would be better to consider the matter of agency after you done more business with us.
我方认为最好在贵方同我方增加贸易以后再考虑代理的问题。
418. To be our agent you need to increase your annual turnover.
作为我方的代理，贵方需要提高你们的年销售额。
419. To be our agent you are requested to push your sales of our product effectively.
作为我方的代理，请你们有效地推销我方的产品。
420. We hope you will do your best to push the sale of our products.
我方希望你方能尽力推销我们的产品。

421. To facilitate the extension of sales, you must advertise our products by means of TV and newspapers.
为了扩大销售，你方必须电视和报纸对我们的产品做广告。
422. We hope that you will redouble your efforts in your sales pushing.
希望贵方在销售方面还要加倍努力。
423. To be our agent your minimum annual turnover should be at least 8000 cents.
要成为我方的代理人，贵方每年的最低贸易额至少是 8000 套。
424. If you could agree to terms, we would point you as our sole agent.
如果我们能达成协议的话，我方就会委托贵方作我方的独家代理。
425. If terms are workable, we think you will be just the firm we would like to have to represent us.
如果条款可行的话，我方认为贵方就是我方要委托代理的人选。

Part Two

426. If you wish to work for other firms as well, You must obtain our permission first.
如果贵方希望也能成为其它公司代理的话，必须事先获得我方的许可。
427. To be our sole agent you should not sell similar products from other manufacturers without our prior approval.
事先未经过我方同意，作为我方的独家代理商是不能同时经销其它厂商的同类产品的。
428. As our agent, you should not sell products of similar characteristic from other maker's. We must make that very clear.
作为我方的代理，贵方不可以销售其它厂商的同类性质的产品，这一点我方必须讲清楚。
429. As our sole distributor, you will neither handle the same or similar products of other regions nor re-export our goods outside to any other region outside your own.
作为我方的独家批发商，贵方既不可以推销其它货源地的同类或类似产品，也不可以将我方产品重新运至方地区以外的任何一个地方。
430. During the validity of the agency agreement you should not handling any other foreign products of the same line and competitive types.
在代理协议有效期间，贵方不得经营任何其它同类和具有竞争性的国外产品。
431. Every six month, we'd like to receive from you a detailed report on current market conditions and user's comments on our products.
我方希望每半年从你处收到一份关于市场的现行销售情况和客户对我方产品的意见的详细报告。
432. Your market report should show how big demands for our products is in your market.
你们的市场报告应该表明我方产品在贵方市场上的需求量有多大。
433. The market report should include the trend of the development of the market, upward or

downward.

市场报告应该包括市场发展的趋势，上升下下降。

434. We'd you to send us your sale's statistics every six month instead of every year.

我方希望贵方能每半年向我方通报一次你们的销售统计数字，而不是一年一次。

435. As our agent you should send us your market report regularly at least once every three month.

作为我方代理，你方应该经常寄来市场报告，至少每个季度一份。

436. At the beginning of the sales promotion you have to try every means to overcome sales difficulties.

在推销的初期阶段，你方一定要设法克服销售方面的种种困难。

437. To effectively promote sales, your way of doing business should always comply with the constantly changing circumstances.

为了能更有效地促销，贵方做方式应该要紧跟不断变化的商场情况。

438. During the agency please pay close attention to the consumer's comments on our products.

在代理过程中，请密切注意消费者对我方产品的意见。

439. You are under obligation to display optimum samples of the products during the duration of the agency.

在代理机构存续期间，你方有义务陈列产品的最佳样品。

440. We hoped that you will strictly observe all the terms and condition of the agency agreement.

希望你方能严格遵守代理协议中的所有条款。

Unit Sixteen 合同

Part One

441. We are satisfied with the terms of this contract for the most part, but we feel that your terms of payment are too severe.

对合同的条款，我们大致上满意。但是你们的付款条件似乎太苛刻了。

442. We would like to have another discussion of these conditions in the afternoon before there are finally included in the contract.

在最后列入前，我想下午再议一下这几条条款。

443. Before signing the contract this afternoon, I think we better go over few final details.

下午签署合同之前，我想我们最好再过一遍最后几个细节。

444. We'd better draw up a rough draft to the contract then talk it over in detail at our next meeting.
我们最好先草拟一份契约草案，等下次见面时再讨论细节。
445. This is a copy of our specimen contract in which the general sales terms and conditions are contained.
这是我们起草的一份合同样本，里面有一般的销售条件。
446. We hope that you won't object to our inserting such a clause in the agreement.
希望贵方不会反对我方在协议中加进这一条款。
447. If any other clause in this contract is in conflict with the supplementary conditions the supplementary conditions should be taken as final and binding.
本合同其它任何条款如与本附加条款有抵触时，以本附加条款为准。
448. We think it is necessary to include a force majeure clause in this contract.
我们认为合同中加进不可抗力这一条款很有必要。
449. After studying your draft contract we found it necessary to make a few changes.
在研究了贵方草拟的合同之后，我方发现有几处有必要更改。
450. Since both of us are in agreement on all the terms shall we sign the contract now?
既然我们双方一致同意所有的条款，那我们现在就签约好吗？
451. We think your draw contract needs some modification.
我方认为贵方草拟的合同需要做一些修改。
452. Any modification alteration to the contract shall be made with the consent of both parties.
必须事先经双方同意，合同方可修改。
453. No changes can be made on this contract without mutual consent.
未经双方同意，不可对合同任何修改。
454. We must make it clear in the contract that you are obliged to complete the delivery of the good within the contractual time of shipment.
我们必须在合同中明确，贵方有责任在合同规定交货期内完成交货。
455. If the shipment can not be made within three month as stipulated, the contract will become void.
如不能按原规定在3个月内交货，合同则作废。

Part Two

456. This agreement is made both in Chinese and English. The two versions of agreement shall have equal status in law.
本协议用中、英文再种文字写就，协议的两种文本具有同等法律效力。
457. This agreement is drawn up separately in Chinese and in English. Each part hold one

- original and one duplicate of each language. The two languages are of the same effect.
本协议分别用中、英文再种文字写就，各方持有一份原件和对方文字的复印的，两种语言具有同等效力。
458. Both versions of this contract are equally authentic.
本合同的两种文字文本具有同等效力。
459. Any amendment of the contract shall come to force only after the written agreement is signed by both of us.
合约的任何修改都应该经过我们双方书面同意以后方可生效。
460. The contract shall become effective as soon as it signed by both parties.
本全同经双方签字后立即生效。
461. This agreement will remain valid for one year and shall become effective on the date of signing.
本协议有效期为一年，签署日起开始生效。
462. We'd like to make the contract to be valid for two year at the beginning.
刚开始，我们先把合约的期限定为两年。
463. I think we better make some changes in the wording of this sentence.
我想这句话的措辞最好能做一些修改。
464. Isn't it better to word it in this way?
这样说是不是会好一些呢？
465. I'd like to replace this phrase with "after the date of delivery".
我想这个词语换成"在交货日之后"
466. If neither party considers it is necessary to extend the contract the proposing party may take the initiative to conduct negotiation with the other party one month prior to its expiration.
如果任何一方认为没有必要展延本同，建议方应在合同到期日前一个月主动安排对方的谈判。
467. In case of breach of any of the provisions of this agreement by one party, the other party shall have the right to terminate this agreement by giving notice in writing to its opposite party.
如果一方违反本协议的任何一项条款，另一方有权以书面形式通知对方终止本协议。
468. If you fail to make the delivery ten weeks later than the time of shipment stipulated in the contract, we shall have the right to cancel the contract.
如果贵方延期交货超过合同规定 10 周时，我方有权取消合同。
469. If both parties do not agree to renew the contract at its expiration, it will automatically become void.
如果期限一到，双方不想再续约，合约就会自动无效。
470. If you want to terminate the contract before its terms is up, you should notify us of its cancellation six month before.

如果贵方想在期满之前终止合约，必须在6个月之前通知我方。

Unit Seventeen 卖方对支付方式的要求

Part One.

471. Our usual terms of payment are by confirmed, irrevocable letter of credit in our favour, reaching us one month ahead of shipment.
我们通常的支付方式是以我方为抬头人的、保兑的、不可撤消的信用证，并且必须在发货前一个月寄达我方。
472. We proposed to pay by 30 d/s.
我方建议支付见票后30天付款的汇票。
473. The terms of payment we wish to adopt are confirmed and irrevocable letter of credit.
我们希望的付款方式是保兑的，不可撤消的信用证。
474. We should like to advise you that payment by collection is acceptable.
我方想告诉你们的是，以托收形式来支付货款，我方是可以接受的。
475. We would prefer you to pay in US dollars.
我方更希望贵方用美元支付。
476. According to the contract, after receipt of the preliminary shipping advice, you are kindly requested to open with the Bank of China the relative L/C in our favour within ten days.
按照合同，在收到第一次装运通知后，请贵方在10天内在中国银行开立以我方为抬头人的相关信用证。
477. Payment of the purchase is to be effected by an irrevocable letter of credit in our favour, payable by draft at sight in pounds sterling in London.
货款应该是以我们为抬头人的、不可撤消的凭即期汇票在伦敦即付英镑的信用证。
478. We don't accept payment in US dollars. Please conclude the business in terms of Swiss francs.
我们不收美元，请最好用瑞士法郎来成交生产。
479. We require payment by L/C to reach us one month prior to the time of shipment.
我们要求货款以装运日前一个月抵达我方的信用证来支付。
480. We require immediate payment upon presentation of shipping documents.
我们要求贵方在收到货运单据后，即刻支付货款。
481. Payment by irrevocable letter of credit is convenient for us and we shall draw a 60d/s bill in your bank.

不可撤销的信用证的支付方式对我方来说比较方便，所以我方将向你方银行开立见票后 60 天付款的汇票。

482. We will draw you a documentary draft at sight through our bank on collection basis.

我方将通过我方银行以托收的形式开出跟单即期汇票向贵方收款。

483. Our terms of payment are 30-day credit period, not 60-day credit. It's customary.

我方的付款期是 30 天、不是 60 天。这是惯例。

484. As usual, we should require of you an L/C to be issued through a first-rate bank.

同往常一样，我们要求你方通过一流银行开出信用证。

485. It would be advisable for you to establish the covering L/C as early as possible enable us to effect shipment in due time.

我方建议贵方尽早开立有关信用证，以便我方及时发货。

486. We propose paying by TT when the shipment is ready.

我们建议在货物准备好待运时用电汇付款。

487. We regret having to inform you that we cannot accept payment by D/P.

我方很遗憾地告诉贵方我方不能接受付款交单的付款方式。

488. We regret to say that we are unable to consider your request for payment under D/A terms.

我方遗憾地告诉贵方不能考虑你们用承兑交单的方式来支付货款的请求。

489. You can pay for all or part of the equipment and technology purchased from us in resultant products.

贵方可以用直接产品全部或部分偿付从我方购买的设备和技术。

490. Since you are not short of cash, we can arrange for your payment over 2 months without charges of any kind.

既然你方目前缺少现金，我们可以安排你们两个月以后再付款，而不附加任何费用。

Part Two

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

作为特例，我方可以考虑贵方用付款交单的方式支付货款。

492. If the amount of each transaction is below \$500, we agree to D/A 30 days terms.

如果每笔交易额低于 500 美元的话，我方同意见票后 30 天承兑交单的付款条件。

493. We could grant you the favourable terms of payment as D/A 45 days after sight.

我方可以给贵方见票 45 天承兑交单付款的优惠条件。

494. In view of the small amount of this transaction, we are prepare to accept payment by D/P at sight.

由于这次交易不大，我主准备接受即期付款交单的付款方式。

495. D/P or D/A is only accepted if the amount involved for each transaction is less the £ 1,000.
如果每笔交易额少于 1000 英镑，我们就只接受付款交单或承兑交单。
496. We request a 10% payment at the time of ordering. The remaining amount must be paid within 60 days.
我方要求在下订单时先支付 10% 的货款，剩余货款必须在 60 天内付清。
497. We can only accept 20% cash payment in local currency. The other 80% by L/C should reach us 15 to 30 days before the delivery.
如果使用当地货币的话，我们只接受 20% 的现金，其余的 80% 必须用信用证来支付，并在发货前 15-30 天寄达我方。
498. If the payment is made by installments, the annual interest is calculated by 6% and paid off at the end of each year.
如果分期付款的话，每年利息为 6%，每年年底付清。
499. Full payments must be made within 60 days.
所有货款必须在 60 天之内全部付清。
500. The telegraphic transfer shall reach the bank of China at least five days before the delivery date of vessel.
货款至少必须在货船抵达日之前的 5 天电汇到中国银行。
501. The letter of credit for each order shall reach us 30 days.
每批货物的信用证应在发货日前 30 天寄达我方。
502. 15-20 days prior to the date of delivery, you should pay against the presentation of the drawn on the opening bank.
在交货期 15-20 天前，贵方应凭开户银行开具的汇票付款。
503. The payment shall be made by telegraphic transfer to the bank of China, Head office, Beijing, China, for our account, within five business days after the contract signature date.
货款必须在合同签署日后的第 5 个营业日内，用电汇方式汇入我方在中国银行，中国北京总行的账户。
504. Advance payment of 25% of the contract value shall be paid within 30 days of the date of signing the contract.
合同签订之日后 30 天内预付合同价值的 25%。
505. The payment shall be made by five annual installments of 20% each.
货款将在 5 年内分期付款，每年支付 20%。
506. We require full payment within 45 days with a 15% discount for cash payment in advance.
我方要求在 45 天内付清所有货款，如果预付现金则享有 15% 的折扣。
507. The total amount must be paid in full upon receipt of the shipping documents.
一收到货运单据，货款必须全数一次付清。
508. We require payment by L/C to reach us one month prior to the time of shipment.

我们要求货款以装运期前一个月抵达我方的信用证支付。

509. You are requested to pay \$5,000 as a down payment.

我方要求贵方支付 5000 美元作为定金。

510. Ten percent of the contract value shall be paid in advance by cash, and 90% by sight draft drawn under an L/C.

合同金额的 10% 应预付现金，而其余 90% 凭信用证开出即期汇票支付。

Unit Eighteen 买方的支付方式

511. Payment by L/C is our method of trade in such commodities.

用信用证支付这种商品是我们的贸易方式。

512. Our usual terms of payment are by an irrevocable L/C to be established in the seller's favour through the bank of China.

我方通常的支付方式是通过中国银行开立的，以出口商为头的，不可撤消的信用证。

513. For exports, we usually adopt irrevocable letters of credit available by seller's documentary drafts at sight.

就出口而言，我们通常根据出口商跟单即期汇票采用不可撤消的信用证。

514. We usually make payment by letters of credit or adopt some other modes of payment such as immediate payment, deferred payment and payment by installments.

我们的支付方式通常是信用证或采用其它的付款方式，如实时付款、延期付款、分期付款。

515. We have opened an L/C in your favor through the Bank of China for an amount of £ 17,000 to cover the full CIF value of our order No 754.

我方已通过中国银行开立以贵方为抬头人、数额为 17000 英镑的信用证来支付编号为 754 订单的所有到岸价的货款。

516. We will start the payment in half a year and all the amounts will be cleared off within 3 years by six installments.

半年后我方将开始支付货款、所有的货款将在 3 年内分 6 期全部付清。

517. We prefer to have the payment made by L/C through the negotiating bank in Sweden.

我们更倾向于通过瑞典的议付行用信用证来支付货款。

518. Payments shall be made by us after receipt of the shipping documents specified in clause 10 of this contract.

我方将在接到按本合同第 10 条所规定的货运单据之后付款。

519. We shall open a letter of credit in your favor to be settled in US dollars.

我们将开立以你主为收益人的信用证，以美元结算。

520. We agree to accept goods in 3 shipments and you may draw on us at 60d/s from the date

of dispatch of each shipment.

我方同意分3批发货，贵方可以向我方开立以每次发货日期乍起的见票后60天付款的汇票。

521. Could you make an exception in our case and accept D/P or D/A?

贵方可否对我方的这次生意做一个破例，接受付款交单或承兑交单。

522. I hope you would leave us some leeway in terms of payment.

我希望在付款条件方面你们能通融一些。

523. Would you agree to a 30-day credit period?

贵方能同意60天的付款期吗？

524. Because of the money problem, I hope that you can allow us to pay in installments with the first payment after delivery, then we'll pay the rest once month.

由于我方有些财务上的困难，希望贵方能允许我方分期付款，在交货后先支付第一笔款项，余下的货款则按每月一次支付。

525. We are having some trouble in receiving payment, so we want to ask if we could defer payment until the end of the month.

因为收款方面有点麻烦，的怪可不可以将我方的货款延迟到月底再支付。

526. We refer payment after delivery, because these goods are very expensive.

由于这批货物很昂贵，所以我方希望在交货后再付款。

527. We hope to payment by bill of exchange at 30d/s.

我方希望以30天期的汇票付款。

528. We hope you can accept payment in other currencies expect in US dollars.

我方希望除了美元之外，贵方能接受其它货币的付款。

529. We shall be very happy if you can grant us a extension of 2 weeks.

如果贵方能给予两个星期的宽限的话，我方会很高兴的。

530. We ask to put off the time of our payment 3 months later to facilitate the capital turnover.

我方要求延迟付款3个月，以利资金周转。

Unit Nineteen 保险

Part One

531. Please insure for us these products at invoice value plus 10% (at 110% of the invoice value).

请按票面价值加10%为我们投保这些商品。

532. We'd like to cover our ordered goods against WPA for 120% of the invoice value

- according to our usual practice.
请按照惯例把我们所订的货按发票金额 120%投保水渍险。
533. Please hold us covered for the cargo listed on the attached sheet.
请为我们投保附页上的商品。
534. For this consignment, we shall cover WPA and risk of breakage for 110% of the invoice value.
我们为这批货物投保按票面价值加 110%的水渍险和破碎险。
535. Our company will insure against all risks for 110% of the invoice value.
我公司以发票价值 110%投保一切险。
536. Please insure the electric fans at 120% of the invoice value.
请将电风扇按发票金额的 120%保险。
537. The machines are to be insured against all risks.
这些机器投保一切险。
538. We only cover FPA and war risk.
我们只保平安险和战争险。
539. There are not delicate goods that can be damaged on the voyage. FPA will be good enough.
它们不是易碎品，运输途中不会有损坏，保平安险足够了。
540. Our goods are very valuable, so I want insure against all risks.
我们的商品很贵重，所以我想保全险。
541. We'd like to get a policy for total loss only for these goods.
我们想为这批货物投保全损险。
542. I'd like to get a AR insurance policy. That way, we will be covered for any kind of loss or damage.
我想投全险，那样的话，任何损失或损坏就都在投保范围内了。
543. I'm afraid that WPA coverage is too narrow for a shipment of this nature. Please extend the coverage to include TPND.
恐怕对这种性质的货物只保水渍险是不够的，请加保偷盗提货不着险。
544. Would you insure our goods to be shipped from Shanghai to Lisbon next month?
能为我们下个月从海运往里斯本的货物投保吗？
545. Can you cover our goods against breakage?
能为我们的这批货投保破碎险吗？
546. We should be glad if you would provide cover of \$390,000 on computers, in transit from Tokyo to Beijing.
如果你们能为这些从东京运往北京的计算器投保 390000 美元的话，我们会很高兴的。
547. Please insure us against all risks \$300,000 value of 5,000 sets of "Butterfly" sewing

machines, sailing for New York.

请为我们运往纽约，价值为 300000 美元的 5000 台蝴蝶牌缝纫机投保一切险。

548. Please insure for me against all risks 200 pieces of high-quality furniture valued \$20,000.

请为我投保价值为 20000 美元的 200 件优质家具的一切险。

549. We wish to insure against all risks for the sum of \$1,500 on 3 cases glassware.

我们希望能投保价值为 1500 美元的 3 箱玻璃器皿的一切险。

550. We shall shortly be making regular shipments of leather goods to Canada, and shall be glad if you will issue an all risks marine insurance policy for \$70,000 to cover these shipments.

我们将很快定期往加拿大运送皮制品，所以如果你们能为我们这些货物签发价值为 70000 美元的一切险水险单的话，我们会很高兴的。

Part Two

551. Please give us the policy rates for FPA coverage and for WPA coverage.

请告诉我们平安险和水渍险的保险费率。

552. We require the current insurance rates for land transportation.

我们需要了解陆(海、空)运的现行保险费率。

553. I have some glassware to be ship to Hong Kong. What risks should I cover?

我有些玻璃器皿要运到香港，应该保哪些方面的险呢？

554. What is the insurance premium for these goods?

这些货物的保险费是多少？

555. We need to send a shipment to England. We want to find out about your marine insurance.

我们有一批货要运到英格兰，我想了解一下你们的海上保险。

556. Please let us know the premium of breakage.

请告知我们破碎险的保费是多少？

557. What kind of insurance do you usually provide?

你们通常能提供什么保险品种？

558. What kind of insurance can you suggest for these goods? We don't want to take the risk of losing money because of under insurance.

这批货物你们认为投保什么险种好？我们不想冒因投保不足而造成损失的风险。

559. I have a batch of glassware to be shipped in the fourth quarter, but I don't know what risks should be covered. I would like to know some details and your advice of course will be highly appreciated.

第 4 季度我有一批玻璃器皿需要运输，但我不知道应该保什么险，我想了解一些细节问题，当然，如果你们能给一些建议的话，我会很感谢的。

560. If we insure against free particular average, can you compensate us for all the losses if the ship sinks or bums, or get stuck?
如果我们保平安险的话，一旦船沉了，烧毁了或搁浅了，你们会赔偿我们的所有损失吗？
561. Does your company cover all kinds of risks for transportation by sea, land and air?
你们公司可以办理海运、陆运和空运的所有险别吗？
562. We have insured the shipment for 130% of the invoice value, but the premium for the difference between 130% and 110% should be your account.
我们已按发票价值的130%为货物投了保，但130%和110%之间的差额由贵方来支付。
563. We have arranged insurance on your consignment of electric motor cars to be shipped in these ten days.
我们已为将在这10天运输的贵方所购买的电动汽车这批货物投了保。
564. We may cover the inland insurance on your behalf, but you will pay the additional premium.
我们可以代你们投保陆地险，但额外险金由你们来支付。
565. We can insure the porcelain vases on you behalf, but at a rather high premium and all the additional premium will be for your account.
我们可以代你们投保奖品瓷器花瓶，但保险费用很高，所有额外保险费由你方负担。
566. We shall insure the goods for your behalf.
我们将代贵方保险。
567. We have covered insurance on these goods for 10% above the invoice value against all risks.
我们已将此货按发票金额加10%投了综合险。
568. We shall effect the insurance of the goods for 110% of their CIF value.
我方将按照货物到岸价金额的110%对这批货物进行投保。
569. We have effected marine insurance on your behalf for the gross amount of the invoice plus 10%.
我方已代贵方按发票总金额加10%投保了海洋运输险。
570. The marine insurance shall covered by us.
海上保险的费用将由我方承担。

Unit Twenty 对包装的建议及要求

Part One

571. If cartons are used, please put each chemical in strong polythene bags to ensure protection from dampness.

如果使用纸盒包装的话，请用结实的塑料袋将每个化工产品再包一层以确保防潮。

572. Cases must have an inner lining of stout, water-resistant paper.

箱子里必须有结实的防水纸做衬里。

573. We do not object to packing in cartons, provided the flaps are glued down and the cartons secured by metal bands.

我们不反对用纸盒包装，如果盒盖能粘牢，并且金属带绑一下纸盒的话。

574. Packing in sturdy wooden cases is essential. Cases must be nailed and secured by overall metal strapping.

使用结实的木箱包装是必须的。箱子必须用钉子钉住，并且用金属带全面加固。

575. I would suggest you strengthen the carton with double straps.

我建议贵方用双道箱带捆扎纸盒。

576. As the goods will probably be subject to a thorough customs examination, the cases should be of a type which can be easily made fast again after opening.

由于货物可能会受到海关的彻底检查，所以包装盒应采用打开后能很容易再包起来的包装方式。

577. To avoid pilferage, we hope that the goods will be packed in wooden cases instead of in cartons as the cartons are easier to be cut open.

为了避免失窃，我方希望货物用木箱包装，而不是用纸盒包装，因为纸盒很容易用刀子割开。

578. We have no objection to your packing the goods in cartons if you guarantee in your sales confirmations that you will pay compensation if we fail to get indemnification from the insurance company for the reason that the goods are not packed in seaworthy wooden cases.

我方不会反对用纸盒包装货物，只要贵方能在销售确认书上保证，一旦保险公司以货物的包装不适于航海的理由而拒绝赔偿我方的损失，贵方就要作出赔偿。

579. We want the machine to be packed each in wooden case supported with soft materials to ensure that the machines thus packed will not shift inside the cases.

我方希望每台机器都能用木箱包装，里面衬有柔软的衬里材料，以确保这样的包装的机器不会在箱子里面晃动。

580. The green beans can be supplied in bulk or in gunny bags.

青豆可以散装，也可以用麻袋装。

581. We asked the factory to use stronger cartons and double straps.
我们要求工厂用牢固些的纸箱，并用双道箱带捆扎。
582. Please see to it that each carton is properly sealed, with a fireproof lining inside.
请注意: 每个盒子要密封好，盒子里面要有防火衬里。
583. We need these goods to be packed in special packing materials even though they may cost us more.
即使再昂贵，我方也要求用特殊的包装材料来包装这些货物。
584. We would like to have the screws packed in double gunny bags.
我们希望这些螺丝能用双层麻袋包装。
585. In order to avoid any possible damage in transit, we would ask you to pack the goods in strong but small wooden cases.
为避免运输中可能的损坏，我们要求你方用坚固的小型木箱包装。
586. We refer special cartons of 30cm*60cm with two or three dozen to each carton because it's convenient and easy to handle.
我们更货向于用 30cm*60cm 的特殊纸盒，每个盒子里装 2-3 打，因为这样的包装方便，容易销售。
587. You'd better pack them in cartons of 10kg each instead of wooden cases of 6 kg.
贵方最好能每个纸盒包装 10kg，而不是每个木箱装 6kg。
588. As you know, paint is a highly inflammable commodity, and extra precautions are necessary. We should like you to have the goods packed in strong metal cartons, each containing 40 tins.
你们知道，油漆属易燃品，需要特别注意，我们希望贵方能用牢固的金属盒子包装，每个盒子装 40 个小油漆罐。
589. Is your normal packing still ten dozen per carton?
你们的一般包装还是 10 打一纸箱吗?
590. We hope that the beer is packed six bottles in a box which should be beautiful, durable and easy to carry.
我方希望啤酒每 6 瓶装一盒，包装用的盒子必须美观、坚固并便于携带。

Part Two

591. The packing must be able to withstand rough handling.
包装必须经得起野蛮搬运。
592. When packing, please take into account that the boxes must be able to withstand rough handling and transport over very bad roads.
包装时，请注意包装盒要能够经得起野蛮装卸和路况较差的运输。

593. Please give special attention to the packing, or the good could be damaged in transit.
请特别注意包装，不然的话，货物可能会在运输中遭损。
594. Greater care must be given to packing, as any damage in transit would cause us heavy losses.
包装时要倍加小心，因为货物在运输途中的任何损失都会给我方带来极大的损失。
595. Please ship the goods in strong packing to ensure good condition on arrival.
运输货物时，请用最牢固的盒子包装，以确保货物到达时完好无损。
596. The packing must be in line with local market preference.
包装必须符合当地消费者的喜好。
597. A large number of the bed spreads we ordered from you last year were found soiled when they reached us. I hope you will take necessary precautions in packing this consignment.
我们去年定购的那批床单到货时有不少被玷污。希望这次交货时对包装给予必要的注意。
598. Your packing must be seaworthy and can stand rough handling during transit.
你们的包装必须具有适航性，并能经得起运输中的野蛮搬运。
599. We hope that the goods should be packed in a manner which ensures their safe arrival at the destination and facilitates their handling in transit.
我们希望货物应该采用一种能保证安全到达目的地和转运途中便于搬运的方式进行包装。
600. The wooden cases used to pack the goods should be securely strapped.
用于包装货物的木箱必须牢牢地加固。
601. The packages should be marked with the same numbers as given on the order sheet.
包装盒上应注意同订单上一样的批号。
602. As regards markings, please note that the port of destination, Shanghai, should be clearly stenciled on each case with the case number for easy identification.
至于货运标志，请注意终点港上海必须在每个箱子上明确地标明，包括箱号，以便确认。
603. As these machines are precision instruments which cannot stand rough handling, the wording "Handle with Care" should be also marked on each case.
由于这些机器属精密仪器，标不起野蛮装卸，所以每个箱子上都要标上“小心轻放”的字眼。
604. Please see that the cases are marked "Fragile" or "handle with care".
请注意箱子外面注明“易碎品”或“小心轻放”的标记。
605. Port of destination, package number, gross and net weights, measurement and shipping mark shall be stenciled conspicuously on each package.
每件货物上应刷明到货口岸、件号、毛重及净重、尺码及唛头。
606. For dangerous and poisonous cargo, the natural and the generally adopted symbol shall be marked conspicuously on each package.
危险有毒货物，就按惯例在每件货物上明显刷出有关标记。
607. Please mark the packages with the same lot numbers as given on the order sheet in order to avoid being mixed up.

请在货物的包装上刷上订单中所注明的批号，以避免弄乱。

608. Every package shall be marked “CCD” in diamond and the package number.

每件货物的包装上都应打上内有“CCD”的菱形标记和件号。

609. Please mark the bales with your company’s initials in a diamond.

请在货包上刷上我公司名称的首字母于菱形内作为唛头。

610. Correct and distinct marking for the outside containers is absolutely necessary.

外包装上的标记必须绝对正确、清晰。

Unit Twenty-One 告知客户包装所用材料、方

式及其质量保证

Part One

611. Our packing is strong enough to withstand bumping and rough handling under normal conditions.

我们的包装非常牢固，在正常情况下，完全经得起碰撞和野蛮装卸。

612. The cases used for packing our transistor radios are light but strong.

用于包装我们晶体管收音机的盒子很轻，但很结实。

613. The export cases used to pack the goods are strong enough to protect the instruments.

用于包装货物的出口箱相当坚固，足以保护这些仪器。

614. The cartons lined with plastic sheets are waterproof.

有塑料纸做衬里的纸盒是防水的。

615. We plan to use cardboard boxes with iron straps for reinforcement.

我方准备使用纸盒子，外打铁箍进行加固。

616. Our strip scissors are packed in boxes of one dozen each, 200 boxes to a wooden case.

我们的旅行剪刀是用木箱包装的，每个木箱装 200 盒，每盒一打。

617. We’ll pack them 10 dozen to one carton, gross weight around 25Kg a carton.

每个纸盒装 10 打，每盒毛重 25kg 左右。

618. Our export fruit knives are packed in boxes of 100 dozen each.

我们用于出口的水果刀每箱 100 打。

619. The packing of our men’s shirts is each in a polybag, 5 dozen to a carton lined with

waterproof paper and bound with two iron straps outside.

我们男式衬衫的包装为每件套一塑料袋，5打装一箱。内衬防潮纸，外打铁箍两道。

620. Our cotton prints are packed in cases lined with draft paper and waterproof paper, each consisting of 30 pieces with 5 colors for on design.

我们的印花棉布是用木箱包装的，内衬牛皮纸和防潮纸。每箱30匹，一款5色，平均搭配。

621. The cigars are packed 5 pieces to a small packet, 20 packets to a carton, 144 cartons to a cardboard container.

雪茄烟每包5支，每个纸盒20包，每个纸板箱装144个纸盒。

622. These cartons are well protected against moisture by plastic lining.

这些纸盒内有塑料衬里，防潮性能很好。

623. All the goods will be packed according to the special way you require.

所有的货物都将按照贵方的特殊要求进行包装。

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

衬衫将按照要求用防水材料包装。

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

我们打算利用纸板箱或塑料箱作为外包装。

626. Your goods will be packed in wooden cases with tin-lining and iron hoops.

贵方的货物将用木箱包装，内衬锡板，外用铁箍加固。

627. The goods we packed in new and sound jute bags, each containing about 200 pounds.

货物是用坚固的新麻袋包装的，每袋约重200磅。

628. The cartons are well protected against moisture by polythene sheet lining.

纸板箱内有塑料布衬里，有很好的防潮湿作用。

629. If the goods are packed in cartons, any traces of pilferage will be in evidence, therefore the insurance company may be made to pay the necessary compensation for such losses.

如果货物是用纸盒包装的话，任何偷窃的痕迹都会很明显，因此保险公司会为偷窃造成的损失作出必要的赔偿的。

630. Such packing has also been accepted by our insurance company for WPA and TPND.

这种包装在我方保水渍险的偷窃提货不着险时也得到了保险公司的认可。

Part Two

631. The cartons are comparatively light, and therefore easy to handle.

相对来说，纸盒会轻一点，也容易搬运。

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

我方通常用纸盒包装这些货物。

633. Cartons are quite fit for ocean transportation, and they are extensively used in our shipments to other continental ports to the entire satisfaction of our clients.
纸盒完全适合海运, 在我方将货物运输到其它大陆口岸中广泛使用, 我们的客户非常满意。
634. Cartons are more convenient to handle in the course of loading and unloading.
在装卸过程中, 纸盒便于搬运。
635. We would like to inform you that we used to pack our scissors in wooden cases but after several trial shipments in carton packing, we found our cartons just as seaworthy as wooden cases.
我们想告诉贵方的是, 我方以前通常都是用木箱包装剪刀的, 但经过几次用纸盒包装运输后发现我们的纸盒和木箱一样适合海运。
636. Cartons are less expensive, lighter to carry and cost lower freight.
纸盒没有那么贵, 便于运输, 运费也低。
637. We refer carton packing to wooden case packing.
我们更倾向用纸盒包装, 而不是用木箱包装。
638. Our cartons for canned food are not only seaworthy, but also strong enough to protect the goods from damage.
我方用于包装罐头商品的纸盒不但适用于海运, 其牢固性也足以防止商品的损坏。
639. Cartons are not likely to be mixed with wooden cases while in transport or storage, so that the rate of breakage is lower than that of wooden cases.
在运输或储存时, 纸箱不会和木箱混在一起, 所以纸箱的破损率要低于木箱的破损率。
640. Shirts packed in such cartons are not so susceptible to damage by moisture as those packed in wooden cases.
用这种纸盒包装的衬衫不会像木箱包装的那样容易被水气损坏。
641. All our wooden cases are well sealed. They are not easily subject to sweat damage.
我方所有的木箱密封性很好。它们不容易被水损坏。
642. We believe that your clients will find the improved packing satisfactory and your fears unwarranted.
我方相信你们的客户会对改进过的包装满意的, 你们的担心是多余的。
643. We hope that you will agree to our opinion and accept our carton packing.
希望贵方能同意我们的意见并接受我方用纸盒包装的方式。
644. The weight and measurement of each case are clearly marked on every case.
每个盒子上都会清楚地标明重量和尺寸。
645. You will know that our packing has been greatly improved and we are sure that they will meet with the satisfaction of the clients.
贵方会注意到包装已有了很大的改进, 我们相信会赢得客户的满意。
646. The dimension of the cases are 17cm high, 30 cm wide and 50 cm long with a volume of about 0.026 cubic meter. The gross weight is 23.5Kg.

纸盒的尺寸为高 17cm，宽 30cm，长 50cm，体积为 0.026m³，毛重为 23.5kg。

647. They save shipping space and facilitate the storage and distribution of the goods.

它们节省了货运时间，便于货物的储存和分配。

648. In addition to the gross, net and tare weights, the wording “ Made in the people’s republic of China “ is also stenciled on the package.

除了毛重、净重和皮重外，中华人民共和国制造的字眼也标在了包装箱上。

649. We have made a number of improvements in packaging and presentation. Please set your mind at ease.

我们在包装装潢上做了许多改进，敬请放心。

650. Our containers are in complete conformity to the specification laid down by the International Standardization Organization.

我方集装箱的规格完全符合国际标准化组织规定的标准。

Unit Twenty-Two 货运通知

651. We would like to inform you that the goods were already shipped out on the 18th of May.

我方想告诉贵方货物已于 5/18 日装船运出。

652. We have the pleasure to inform you that we have shipped the goods by “ Pacific Bear “ which left here today.

我方很高兴地通知贵方我方已将货物运到和平熊号轮船，今天已开船。

653. We wish to inform you that we have shipped the goods by “Shanghai” according to your instructions of August 5.

我方想通知贵方我方已按照贵方 8/5 的要求将货物装运到上海号轮船上并已运出。

654. We wish to advise you that we have shipped you today by S.S. “Tokyo Maru”, 50 cases of carbon paper.

我方想通知贵方我方今天已将 50 箱复写纸用东京丸轮运至你处。

655. We take pleasure in notifying you that the goods under S/C 456 have been dispatched by M/V “Greenwood” sailing on May 15 for Hong Kong.

我方很高兴地通知贵方我方已将编号为 456 号售货确认书下的货物装运上 greenwood 轮，并于 5/15 开往香港。

656. The shipment of chemical fertilizer under Contract No 2346 will be effected by S.S.” Calchas”, which is scheduled to leave here on 16th July.

2346 号合同下的化肥预计将在 7/16 用 Calchas 轮发运。

657. We are pleased to advise you that 100 dozen shirts under order KAB/2004 have been shipped per S.S. “Fengqing”.

我方很高兴地通知贵方 KAB/2004 号订单下的 100 打衬衫已用风庆轮发出。

658. We expect to ship the outstanding contracts before the end of July.
我们预计在7月底以前可将尚未执行这无的合同中的货物运出。
659. We are pleased to inform you that we have shipped 2,000 air conditioners you ordered on board S.S. "Asia" which sails for your port tomorrow.
我们很高兴地通知贵方，我们已把贵方所订购的2000台空调装上定于明天启程驶往贵港的亚洲号轮。
660. Your order No 153. Will be shipped by SS." Pearl" early next month.
贵方第153号订单的货物将由珍珠轮于下月初发货。
661. We wish to advise you that the goods your ordered have been shipped today.
现通知贵方，贵方所订货物已于今天装运。
662. We are pleased to inform you that the last lot consignment has been duly dispatched.
我们高兴地通知贵方，最后一批货已按时发运。
663. The m/s "Victoria" has left our port carrying the goods for your order No 303. Today.
载有贵方303号订货的维多利亚轮已于今天今开了我港。
664. The ship is scheduled to arrive at your port on the 28th October and you may now make all the necessary preparations to take delivery of the goods.
货船预计在10/28抵达贵港，你们现在可以接收货物的一切必要的准备了。
665. The goods were shipped by the direct steamer "Eli:" on May 10th and are estimated to reach Shanghai before June 1st.
货物已于5/10装直达船Eli轮，预计6/1日前抵达上海。
666. We trust that the goods will reach you in perfect condition.
我方相信货物能够完好无损地抵达你处。
667. We trust the consignment will reach you safely and open up to your satisfaction.
希望本货品能安全抵达，并能使您感到满意。
668. We have dispatched your order for Indian rugs which are scheduled to arrived at your port next Friday.
我们已发运费方所订购的印度小地毯，预计下周5抵达贵港。
669. For shirts under contract No 60, we have booked space on SS." Eagle" due to arrive in your city around the beginning of next month.
第60号合同下的衬衫已在鹰轮上订了舱位，约在下月初抵达贵方城市。
670. The shipment will be made in three equal monthly installments, beginning fro next month.
货物将从下个月起分3批装运，每月装运1/3

Unit Twenty-Three 货运要求及答复

671. Please effect shipment with the least possible delay upon receipt of the letter of credit in your favour established by us.
请贵方收到我方开立的以你方为受益人的信用证之后，立即发货。
672. We hope that the goods will arrive in time for the new year rush.
我方希望货物能在新年购物热时及时运达。
673. We hope that you will make all necessary arrangements to deliver the goods on time.
我方希望贵方能做好及时发货的所有准备工作。
674. Could you possibly make your delivery date not later than May? You see, June is the right season for the goods. If they arrive later than June, we will miss the selling season.
贵方的发货时间能否不迟于5月份?你们知道6月正是销售季节，如果这批货物迟于6月才抵达，那我方就会错过销售季节。
675. Can you effect shipment of the order in October?
我方所订货物能否在10月发出?
676. Is it possible for the goods to be landed at Dalian in early December?
货物有否可能在12月初运至大连?
677. We need the products in less than one month in order to get ready for the selling season.
为了做好迎接销售季节的准备，我方需要在不到一个月之内就能拿到货物。
678. Please send us the shipment by train.
请将这批货物交火车发送。
679. Please ship the goods by the first available steamer early next month.
请在下个月初将货物装上第一艘可订到舱位的货船。
680. As we are in urgent need of the goods, we would like you to ship them by air freight.
由于我方急需这批货物，请贵方空运发货。
681. We should be obliged if you could arrange for the immediate shipment of this order.
如果贵方能马上安排发送这笔我方所订货物的话，我方会非常感激的。
682. You should ship the goods within the time as stipulated in clause 9 of the this contract. Transshipment en route is not allowed without our consent.
贵方必须按照本合同第9款所规定的时间内发货，未经我方同意，中途不得转运。
683. Please load the contracted goods on board the vessel nominated by us.
请将合同货物装运到我方指定的船只上。
684. 10-15 days prior to the date of shipment, you should inform us by fax of name of vessel, ETA of vessel and the name of shipping agent.

在发货日前 10 至 15 天，贵方应用传真的方式我方货船名称、货船预定抵达日期和货运公司的名称。

685. The packing list should be indicated with shipping weight, number and date of corresponding invoice.

装箱单上应注明发货量及相应发票的编号和日期。

686. You should send one copy of the shipping documents to the port of destination together with the shipment.

装船同时贵方应将货运单据副本寄送目的港。

687. When all of the details of the shipment are finished, please send us the shipping documents that we will need to get the shipment.

在将装船的所有细节处理完之后，请将我方提货所需的货运提单邮寄给我们。

688. The delivery will be arranged and the shipping charges will be prepaid by you, we will repay the shipping charges against original receipt.

货物发运将由贵方安排并预付运费，我方将会按原始发票将运费付给贵方。

689. You should guarantee that the commodity is in conformity to all respects with the quality, specifications and performance as stipulated in this contract.

贵方应保证货物质量、规格和性能与本合同规定相符。

690. We prefer direct sailings, as transshipment adds to the risk of damage and also delays arrival to some extent.

由于转运会增加货物遭损的风险，在某种程度上也会延误货物的抵达时间，所以我方倾向直运。

Unit Twenty-Four 催运货物并告知货物迟到

结果

Part one

691. It is now over two months since we sent in the order for Tape Recorders, yet we are still awaiting delivery. You should know that the delivery date is very important to us.

我方下购买盒式录音机的订单已经有两个多月了，但是我方还在等待货物货运期，贵方应该知道发货期对我方很重要。

692. Please take the matter up at once and see to it that the goods are delivered without further delay.

请即刻办理发货并注意货物能及时运达我处。

693. Please get the goods dispatched with the least possible delay.
请尽快发货。
694. I wonder if you could check the order I placed with you last month. It hasn't arrived yet.
不知你能否帮我查一下我上个月向你们订的一批货，这批货到现在还没有到。
695. Please do your utmost to hasten shipment.
请尽最大努力加速装运货物。
696. We are much in need of the goods. Please expedite shipment as soon as possible.
我方非常需要这批货物，请尽快将货物发出。
697. We wish to call your attention that up to the present moment no news has come from you about the shipment. Our users are in urgent need of the machines and are pressing us for an early delivery.
我方希望提请贵方注意，到目前为止，我方一直没有收到贵方关于货物运输的通知，我方客户急需这批机器，不断地催促我方早日交货。
698. As our customers are in urgent need of the contracted machines, we hope you can assure us of an early shipment.
因我方用户急需所订机器，请贵方保证早日发货。
699. I want to know why our alloy inserts haven't arrived yet. Our customers are in urgent need of them?
我想知道为什么我们的金属插头到现在还没有到货，我方客户急等着用呢。
700. We hope that there will be no delay in shipment any longer.
我们希望这批货物不要再拖延装运了。
701. This order is so urgently required that we must ask you to make the earliest possible shipment.
我方急需这批货物，务请尽早装运。
702. We shall appreciate it very much if you will effect shipment as soon as possible, thus enabling the goods to arrive here in time to catch the brisk demand.
如果贵方能尽快将货物发出的话，我方会非常感激的，这样的话，货物就能及时运达，赶上旺销季节。
703. We hope you will send the air-conditioners as soon as possible, for the hot season is rapidly approaching.
我方希望贵方能尽快发送空调，因为炎热的夏天已经迫近。
704. The goods we ordered are seasonal goods. So it will be better to ship them all at once.
我方所订货物属季节货，因此最好能立刻装运发货。
705. In order to be in time for the season, early shipment is of utmost importance to us.
为了能赶上销售季节，早日发货对我方来说至关重要。

Part Two

706. We might refuse the shipment if it doesn't arrive on time.
如果货物不能准时运送的话，我方可能会拒收这批货物。
707. We must insist on delivery within the time contracted and reserve the right to reject the goods if we fail to receive the goods before this week.
我方坚持在合同规定时间内装运，如果在本周以前我方仍未能收到这批货物，我方将保留退货的权力。
708. We regret to say that unless you are able to give us an assurance of delivery within the next two weeks, we shall be obliged to cancel the order.
我方很遗憾地告诉贵方，如果贵方不能够保证在下两周内发货的话，我们将不得不取消订单。
709. If shipment is too late, we'll be forced to withdraw the contract.
如果发货太迟的话，我方将被迫撤消合同。
710. If you still delay delivery, i'll have to cancel the order.
如果你们再迟迟不发货，我将不得不取消订单。
711. If you can't effect delivery within the stipulated time, we will have to lodge a claim against you for the loss and reserve the right to cancel the contract.
如果贵方不能在规定的时间内发货的话，我方将不得不提出索赔，要求贵方赔偿并保留取消合同的权力。
712. If you fail to deliver the goods according to the agreed time, you should indemnify us for all losses and corresponding expenses.
如果贵方不能按照商定的时间内交货的话，贵方应该赔偿我方所有的损失和相关费用。
713. If there is still no information from you about the expedition of shipment by the end of this month, we'll be forced to cancel the contract and reserve the right to lodge a claim against you for the loss.
本月底以前如仍无发货消息，我们将不得不取消合同并保留向你们索取赔偿我方损失的权力。
714. We wish to point out that if you fail to effect shipment within the time specified, we shall not be able to fulfill the contract with our client.
我方想指出的是，如果贵方不能在规定的时间内发货的话，我方将无法履行同我方客户的合同。
715. We would like to emphasize that any delay in shipping our booked order will undoubtedly involve us in no small difficulty.
我方要强调的是，我方所订货物的运输有任何延误的话，肯定会给我方速来不少困难。
716. Your failure to deliver the goods within the stipulated time has greatly inconvenienced us.
贵方未能在规定的时间内发货已经给我方带来了很大的不便。
717. Any delay in shipment would be detrimental to our future business.
延迟发货对我们将来的业务一定会带来不利的影响。

718. We trust you will see to it that the order is shipped within the stipulated time, as any delay would cause us no little financial loss.
我方相信，贵方会注意到所订货物应在规定的时间内发出，因为任何延误都会给我方造成很大的经济损失。
719. As you know, June is the right season for the goods, so if they arrive later than June, we will miss the selling season.
你们知道6月正是卖货的好季节，所以说，如果这批货迟于6月到达的话，我们就会错过这一销售季节。
720. Should you delay the shipment any longer, the fireworks might become useless to us.
如果贵方再延迟发货的话，这批烟花对我们来说可能就没有用了。

Unit Twenty-Five 仲裁

Part One

721. We should settle the dispute through negotiations without resorting to legal proceeding.
我们应通过协商来解决争议，而不应通过法律程序来解决。
722. We prefer to resolve disputes by amicable, nonbonding conciliation between two parties.
我方更倾向于双方通过友好、非约束力的调解来解决争议。
723. As a matter of fact most disputes can be settled in a friendly way, with a view to developing a long-term relationship.
事实上，本着发展长期关系的意愿，大多数争议都是可以通过友好的方式来加以解决的。
724. All disputes in connection with this contract shall be settled through friendly negotiation.
所有与本合同有关的争执将通过友好协商解决。
725. Personally I should say it's so much better to resolve the dispute through friendly negotiations between ourselves.
我个人认为，最好我们自己通过友好协商来解决争议。
726. Friendly negotiation is the best way to settle the dispute between us if there is any.
如果我们之间产生任何争议的窟窿，友好协商是最好的解决办法。
727. Where do you want to have arbitration held?
你们想在什么地方进行仲裁？
728. As far as the place for arbitration is concerned, the customary practice is to hold arbitration in the country of defendant.
就仲裁地而言，通常的做好是在被告方的国家进行仲裁。

729. If we submit the case for arbitration, the place for arbitration is to be in Japan and if you submit the case for arbitration, the place for arbitration is to be in China.
如果我们要提交仲裁案的话，仲裁地应该是日本，而如果你们要提交仲裁的话，仲裁地应该是中国。
730. If the buyer is the plaintiff, the arbitration shall take place in Beijing.
若买方是申诉人，仲裁将会在北京进行。
731. The members of this arbitration association are professionally competent, and in a position to arbitration that sort of case arising from the quality inspection of the medical equipment.
仲裁协会的会员们专业水平高，完全能对这类因医疗设备的质量检验而引起的争议进行仲裁。
732. Generally speaking, all the fee for arbitration shall be borne by the losing party unless otherwise awarded by the court.
一般来说，所有仲裁费应由败诉方承担，除非仲裁庭另有裁决。
733. The decision made by the arbitration commission shall be accepted as final and binding upon both parties.
仲裁委员会作出的仲裁决定为终局裁决，对双方均具有约束力。
734. The losing party shall bear the cost for arbitration according to the contract.
根据合同，败诉方将承担仲裁费用。
735. We require you to compensate us with an amount of losses totaling £ 748,000 caused by your failure to execute the contract and with all the expenses arising from this arbitration.
我方要求你方赔偿由于不履行合同义务所造成的损失是 748000 英镑，并承担由于进行仲裁而引起的一切费用。

Part Two

736. If any dispute should arise over the inspection, we may submit it for arbitration.
如果因商检而引起争议，我们可以提交仲裁。
737. If you are not prepare to compensate our loss, we suggest that case be submitted for arbitration.
如果贵方不打算赔偿我方的损失的话，我方建议由仲裁来解决。
738. The dispute shall be submitted for arbitration by a mutually nominated arbitrator.
争议。
739. We may discuss to agree upon a temporary arbitral body when needed.
需要时，我们可以讨论协商成立一个临时的仲裁机构。
740. If no settlement can be reached between the two parties, the case under dispute shall be submitted to the third party accepted by both parties for arbitration.
如果双方不能达成协议，争议案将交由双方都能接受的第三方来仲裁。

741. In case of any dispute, and no settlement can be reached through friendly negotiations, then we can submit the case to an international arbitration organization for arbitration.
如果出现争议，而且又无法通过友好谈判来达成一致意见，那我们就只能将争议案交由国际仲裁机构仲裁解决。
742. It's better to submit the case for arbitration to a temporary arbitration court.
最好将仲裁案提交临时仲裁庭。
743. We think that the court consisting of arbitrators from both sides must be fair and able to handle the dispute without bias or partiality.
我方认为由双方指定的仲裁员组成的仲裁庭必须公正，并且能够不偏不倚地处理争议。
744. Since this dispute is not negotiable, it is necessary to resort to arbitration.
这项争议无法通过谈判解决，需要诉诸仲裁。
745. If you don't accept our propositions, we might submit the matter to arbitration.
如果你方不接受我方的建议，我们可能要将此事提交仲裁。
746. We should include an arbitration clause in the contract.
在合同中，我们应该加进仲裁的条款。
747. You needn't worry about that. There is an arbitration clause in the contract.
你不用担心这一点，合同里有仲裁条款。
748. Shall we discuss the arbitration clause now?
我们要不要现在来讨论仲裁的条款？
749. It's the best to attempt to settle disputes without involving arbitration.
最好不要通过仲裁来解决争议。
750. We are now applying formally to the arbitration commission for arbitration of this dispute.
我们公司现在正式请求仲裁委员会对此争议进行仲裁。

Unit Twenty-Six 索赔理由及依据

Part One

751. It was found by the inspection that there is a difference of 35 Kg between the actual landed weight and the invoiced weight.
商检发现货物的实际到岸重量与发票重量之间差了 35kg。
752. The landed goods were quite different from what expected.
卸下的货物同我们所期望的大不相同。
753. We find the free acidity exceeds the contract maximum by 0.01%, so we have to ask you

to indemnify us for a loss of £5,000.

我方发现游离酸的含时超过了合同规定的最高量 0.01%，因此我方不得不向贵方索赔 5000 英镑的损失。

754. The inspection shows that the salt density exceeds at least 4%.

商检表明盐的浓度至少超过了 4 个百分点。

755. This consignment is not up to the standard stipulated in the contract. We are now lodging a claim against you for £2,000.

这批货的质量低于合同规定的标准，我们现向贵方提出索赔，赔偿我方 2000 英镑。

756. The dried mushroom you sent us are far below the standard stipulated in the contract.

贵方运送来的干蘑菇远远低于合同所规定的标准。

757. The quality of you shipment for our order is not in conformity with the specifications, we must therefore lodge a claim against you for the amount of £280,000.

贵方所运输的我方订购的货物质量与规格不符，因此我方必须向你方提出索赔，赔偿我方 280000 英镑。

758. We find the copper wire you supplied is not to the exact specifications of your sample.

我方发现贵方提供给我方的铜钱与你方的样品规格不符。

759. Our customers complain that the goods are much inferior in quality to the samples.

我方客户抱怨说与样品相比，货物的质量要差得多。

760. The quality of the goods you shipped last week is much inferior to that of the goods of our last order.

你方上周发运的货物质量与我方上次所订的货物质量相比，要低劣得多。

761. The inspection reveals that both the quantity and quality of the wheat delivered are not in conformity with those stipulated in the contract, though the packing is all in good condition.

尽管包装完好，但检验表明，这批小麦的数量与质量都不符合合同规定。

762. Most of the shirts are of a smaller size. I wonder if you made a mistake when sending the goods.

大部分衬衫都小一号，我怀疑你们发货时是不是搞错了。

763. There are too many defective items in this shipment.

这批货里次品太多了。

764. The leather shoes you sent us last Friday are not the right size. They should be size 42.

贵方上星期五发送的皮革尺码不对，应该是 42 码的。

765. The quality of the goods you sent us last week is too poor to suit the requirements of this market.

你方上周发送的货物的质量实在太差，根本就无法达到市场的要求。

766. The quality of your shipment for your order No. 346 is far from the agreed specifications.

你方发送的我方第 346 号订单项下的货物质量与我方认可的规格不符。

767. Closer inspection by the health officers showed that the canned fruit were considered unfit for human consumption.
经卫生检疫所官员仔细检查认为，罐头水果不宜供人们食用。
768. The loss was due to the use of substandard bags for which you should be responsible.
该损失是由于包装不合标准所致，所以应由贵公司负责这一损失。
769. It was found, upon examination, that nearly 20% of the packages had been broken, apparently to faulty packing.
在对货品检验时，我方发现近20%的包装破裂，显然是由于包装不良所致。
770. The survey report can certify that the weight shortage was caused by improper packing.
这份检验报告可以证实，货物的短重是由于包装不良所致。

Part Two

771. A close inspection and a careful test by the China National Import & Export Commodity Inspection Bureau showed that some amplifiers are inferior quality.
由中国国家进出口商品检验局所做的仔细商检和认真测试有些放大镜质量劣等。
772. We find that the quality, quantity and weight of the goods are not in conformity with those stipulated in this contract after re-inspection by the China Commodity Inspection Bureau, we are now returning the goods to you and lodge claims against you for compensation of losses.
在中国商检局复验之后，我方发现货物的质量、数量和重量均与合同所规定的条款不符，现将商品退回，并向贵方提出索赔，要求赔偿损失。
773. The survey has revealed that the damage to the goods is attributable to rough handling.
商检表明货物的受损是由于野蛮装卸所引起的。
774. The surveyor's report indicates that there has been some serious damage to some of the goods.
商检报告显示有一些货物遭到了严重的损毁。
775. On the basis of clause 15 of the contract, we place our claims before you as follows.
根据合同第15款，我方向贵方索赔如下。
776. We have to put in a claim against you for all the losses sustained.
对于所遭受的一切损失，我们不得不向你方提出索赔。
777. When taking delivery, we found that the cargo had been seriously wet by fresh water and putrefied. You must compensate us for the loss.
我们在提货时发现，货物遭受严重水湿，并已腐烂。你方必须赔偿损失。
778. We require you to replace the damaged goods and grant us a special discount of five percent to compensate for the loss.
我方要求你方更换损坏的，并希望给5%特殊折扣以补偿我方的损失。

779. According to the contract, you are responsible to compensate us for the loss we have suffered.
按照合同规定, 你方应负责赔偿我方所遭受的损失。
780. We have suffered a loss of 20% on the selling price because of the inferior quality of the products you sent us. You must compensate us for all this.
由于贵方所运送的货物质量问题, 我方在售价上损失了 20%, 我方必须对此作出赔偿。
781. All expense including inspection fee and losses arising from the return of the goods and claims should be borne by you.
所有费用, 包括商检费和因退货和索赔而造成的损失均由贵方承担。
782. You must hold responsible for all the losses caused by the delay in delivery of the goods.
你方必须对因延迟交货而给我方造成的一切损失负责。
783. You should take back all the disqualified goods and compensate us for the value of the goods plus all losses sustained due to return of the cargo, such as freight, storage charges, insurance premium, interest, and inspection charges.
贵方应该收回不合格产品并向我方作出赔偿, 也包括因退货, 如货运费、仓储费、保险费、利息、商检费等而造成的损失。
784. We have the right to claim against you for compensation of all losses.
我方有权向贵方提出赔偿我方的所有损失。
785. The products we received last Monday didn't agree with the samples and feel that you should make it up.
我方上星期一收到的货物与样品不符, 我方认为你们应该对此作出赔偿。
786. This is the survey report issued by CCIB in support of you claim.
这是中国商检局签发的检验报告一份, 作为我方索赔的依据。
787. Almost everyone of the drums was leaking slightly. We must hold you responsible for the loss.
几乎每个桶都有点漏, 你方应该赔偿我方的损失。
788. We have lost considerable business because of your delay in shipment. We expect compensation from you fro the loss.
由于贵方装船延误, 导致我方失去了大量交易, 望贵方给予补偿。
789. We request that you make up the short-landed goods covered by our contract No.147 promptly.
我们要求贵方迅速补偿我方合同第 147 号项下的短缺货物。
790. We regret to inform you that we are compelled to return the disqualified goods at your expense.
我们很遗憾地通知贵方, 你们不得不退回贵方发送的不合格货品, 运费由贵方承担。

Unit Twenty-Seven 索赔内容及金额

Part One

791. The goods we ordered on February 12 have arrived in a damaged condition.
我方2月12日订购的货物抵达时已经遭损。
792. A number of cases are broken and the contents are badly damaged.
有好几个箱子是坏的，里面的商品也遭到了严重的损坏。
793. The package are insufficient and the contents leak out considerably.
包装不固，大量的东西漏了出来。
794. We wish to inform you that five of the cars we bought from you have been seriously out of order within 50Km driving distance.
我方想要通知贵方，向你方购买的其中辆小车在行驶了不到50KM就出了严重故障。
795. Nearly 20% of the bales were broken and the contents badly soiled.
将近20%的包都破了，包内的货物严重污损。
796. From the shipment of 2,000 cases of glassware, we find that a number of wooden cases and the contents have been broken.
我们在2000箱玻璃制品中发现了不少木箱及内装制品破损。
797. On inspection, we found that about 50 bags are broken and it is estimated that 240Kg of cement had been lost.
验货时，我方发现将近有50包破损，估计损失240KG水泥。
798. We regret to inform you that eight of the cases of your consignment arrived in a badly damaged condition.
非常遗憾地通知你们，你方运出的货物抵达后，有8箱严重破损。
799. We have examined the contents and find that 92 pieces are missing and the rest unfit for use.
经货物检验，我方发现少了92件，其余的也无法使用。
800. Your shipment of goods has been found short in weight by reinspection.
经复验，发现贵方发送的货物短重。
801. We are now making a claim against you for the ten defective sew machines.
我方现向贵方索赔10台劣质的缝纫机。
802. There is a shortage of 1,450 pounds in this shipment.
这批运输的货物短缺1450磅。

803. On arrival of the shipment, we found at least 50 cases damaged, which made up 20% of the total quantity.
货物抵运时，我方发现至少有 50 个箱子遭损，占了总量的 20%。
804. We had the material inspected immediately when the goods arrived, and a shortage of 15kg was found.
当货物抵达时，我方立即对商品进行了检验，发现短缺 15KG。
805. It was found, much to our astonishment, that nearly 30% of the electronic components were water-stained.
我方非常吃惊地发现将近有 30% 的电子组件被水所污。
806. You should make amends for the losses by replacing all the defective products, and paying for the business we have lost.
贵方应该更换所有的瑕疵品，并赔偿我们这一回所丢掉的生意，以弥补我们的损失。
807. After the inspection of the goods arrived, we found a shortage of 50MT.
在对运抵的货物进行了检验之后，发现短重 50 吨。
808. Case NO 16 was found to be 3 packages short.
我方发现第 16 号箱中少了 3 包。
809. We are now lodging a claim against you for the shortweight of fertilizer.
我方现向贵方索赔，赔偿我方的化肥短缺。
810. We have to ask for compensation of the loss incurred as a result of the interior quality of the goods concerned.
我方不得不向贵方提出索赔，赔偿因劣质货给我方造成的损失。

Part Two

811. We hope indemnification will be made for all expenses incurred.
我方希望补偿所有相关费用。
812. On the basis of the survey report, we register our claim with you for \$3,000.
根据商检报告，我方向你们索赔 3000 美元。
813. You are requested to compensate us for the total loss of sugar at value of \$105 Per MT.
我方要求贵方赔偿我方每吨 105 美元的糖的的损失。
814. We claim compensation of \$1,800 for inferiority of quality.
我方要求赔偿 1800 美元来补偿劣质品。
815. We have to file a claim against you to the amount of \$7,000 plus inspection fee.
我方不得不向贵方提出索赔，要求贵方赔偿 7000 美元，加上商检费。
816. You should compensate us by 3%, plus the inspection fee.
贵公司应赔偿我们 3% 的损失，商检费也应该由贵公司负担。

817. This is a statement of loss and you should indemnify us \$2,450.
这是损失清单一张，你方应赔付我方 2450 美元。
818. We are compelled to claim on you to compensate us for the loss, \$27,500, which we have sustained by the damage to the goods.
我方不得不向贵方提出索赔，要求贵方赔偿我方货物受损而引起的损失 27500 美元。
819. We found that the quality of the TV sets we received last week is below standard. So we request a 5% allowance. 我方发现我们上周收到的电视机的质量低于标准，因此我们向贵方提出 5% 的索赔。
820. We claim an allowance of £ 230 on account of the quality of this shipment.
由于这批货物的质量问题，我们向你方索赔 230 英镑。
821. We have to ask for compensation of £ 6,000 to cover the loss incurred as result of the inferior quality of the goods.
我们不得不向贵方索赔 6000 英镑，作为因劣质货物给我方造成的损失赔偿。
822. We are compelled to claim on you to compensate us for the loss, \$20,000, which we have sustained by the disqualified goods.
我方不得不向贵方提出索赔 2 万美元，以补偿不合格货物。
823. We are willing to accept the shipment only if you allow a 30% reduction in price.
如果贵方同意降价 30%，我方可以接受这批货。
824. We hope you will settle this claim as soon as possible.
希望贵方能尽快理赔。
825. Claims for shortage must be made within 30 days after arrival of the goods.
对短缺的索赔必须在货物抵达后的 30 天内提出。
826. Kindly remit us the amount of claim at an early date.
请早日将赔偿金汇给我方。
827. On examination, we have found that many of the sewing machines are severely damaged.
在对商品进行商检时，我方发现许多缝纫机遭到了严重的损坏。
828. Please dispatch, within one week, the replacement of another five refrigerators with a price reduction of thirty percent of the total value of the five refrigerators.
请在一周之内调换另外 5 台冰箱，并降价 5 台冰箱总价值的 30%。
829. We should be obliged if you would forward us a replacement for the machine as soon as possible.
如果贵方能尽快将调换的运送给我方，我方将不胜感激。
830. We insist that you should send perfect goods to replace the defective goods.
我方坚持认为贵方应该用好货来调换坏货。

Unit Twenty-Eight 对索赔要求的回应

Part One

831. We accept the claim, but can you tell me how much you want us to compensate you for the loss?
我方同意理赔，贵方能否告诉我们，你们想要我们赔偿多少损失？
832. We will give your request for claims immediate attention.
我方会立刻处理贵方提出的索赔要求。
833. We will get this matter resolved as soon as possible and hope to compensate you for your loss to your satisfaction.
我方将尽快解决该问题，并赔偿贵公司的损失，让你方满意。
834. We'd like to express our sincere apologies for the poor quality of the products.
对货物的质量问题，我方向贵方表示诚挚的歉意。
835. We regret to hear that the goods you received are not of the quality expected.
我方很遗憾地获悉，贵方收到的货物质量与你们的期望不符。
836. We are very `sorry for the trouble cause by this delay.
这批货物的迟运给你们带来的麻烦，我方深感抱歉。
837. We agree to accept all your claim.
我方同意接受贵方的所有索赔。
838. I'll go to your company tomorrow in person to talk about the claim.
明天我会亲自去贵公司洽谈赔偿一事。
839. We regret the loss you have suffered and agree to compensate you \$800.
我们对你们所受的损失深感抱歉，同意向你们赔偿 800 美元。
840. We agree to compensate you for the detective watches by 5% of the total value.
我方同意赔偿贵方总价值的 5% 来补偿劣质手表。
841. We will make you a compensation of 6% and give you some preferential terms later on.
我方将向贵方赔偿 6%，并且在以后的生意中给你们一些优惠条件。
842. Since the responsibility rests with both parties, we are ready to pay 50% of the loss only.
既然双方都有责任，我方准备只赔偿 50% 的损失。
843. We have credited to your account £ 760 to cover both the value of the goods short delivered and your inspection fee.
我方已将 760 英镑汇入贵方的账户以支付货物短缺的价值和贵方所支付的商检费。

844. We shall remit to you an amount of £2,000 in compensation for the loss.
我们准备汇给贵方 2000 英镑，以赔偿由此引起的损失。
845. We are willing to give you an 18% allowance of the next shipment to compensate you for the loss.
下一次的货物，我方准备给予 18 的折扣，以补偿你方的损失。

Part Two

846. You should claim compensation from the insurance company.
贵方应该向保险公司提出索赔。
847. A thorough examination showed that the broken bags were due to improper packing, for which the suppliers should be held responsible.
在彻底的商检之后发现包装袋的破损是由于包装不当引起的，供货商应对此负责。
848. As the shipping company is liable for the damage, your claim for compensation should, in our opinion, be referred to them for settlement.
鉴于货运公司应对这次损失负责，我方的意见是，你们应该向他们提出索赔来解决问题。
849. The claim should be referred to the insurance company. We cannot hold ourselves responsible for it.
这项索赔属保险公司责任范围，我们不能对此负责。
850. Your claim, in our opinion, should be referred to the insurance company, as the mishap occurred after shipment.
我们认为，你们的索赔应提交给保险公司，因为损失发生在装船之后。
851. Since the damage was due to the rough handling by the steamship company, you should claim on it for recovery of the loss.
货物的损不既然是货运公司因野蛮装卸造成的，所以贵方应该向它索赔你们的损失。
852. You should claim compensation from the shipping company instead of the sellers.
贵方应向货运公司提出索赔，而不应该是向卖方索赔。
853. We are prepared to make you a reasonable compensation, but not the amount you claimed.
我方准备向贵方作出合理的赔偿，但不是贵方所要求的赔偿额。
854. The shortage you claimed might have occurred in the course of transit, which is out of our control.
贵方所提出的货物短缺可能是在运输过程中发生的，这是我们所无法控制的。
855. The shipping documents can prove that the goods, when shipped, were in perfect condition. They must have been damaged en route.
货运单据表明，货物在装运时是完好无损的，所以说，货物的受损一定是在途中发生的。
856. Your proposal to settle the claim is satisfactory. We'll take it.

你关于解决索赔的建议令人满意，我们接受了。

857. It seems we shall not be held liable for the shortage.

我方似乎不应该对短缺负责。

858. The damage to the machine-tools occurred in transit, so you should make a claim on the insurance company.

机床的损坏是在转运中发生的，所以贵方应该向保险公司提出索赔。

859. I'm sorry to hear that. I think after we make an investigation of the matter, we'll consider the allowance. Is it OK?

我很遗憾听到这件事，我想待我方调查此事后，再考虑赔偿，好吗？

860. I'll try to find out why the shirts we sent you are a smaller size and inform you of the result as soon as possible.

我会查清楚为什么发给你们的衬衫会小一号，并尽快告诉你们结果。

Unit Twenty-Nine 对引进技术的要求

861. The technology we acquire should be truly advanced and appropriate to China's needs.

我方需要的技术应该是先进的并且能适合中国的需要。

862. The technology you transfer to us should enable the venture's products to be competitive on the international market.

贵方转让给我方需要的技术应该能够使合资企业的产品在国际市场上具有竞争性。

863. The know-how we import should be directed toward manufacturing products suitable for export.

我方进口的专有技术旨在生产适合出口的产品。

864. The advanced technology we import should improve markedly the quality of existing products.

我方进口的先进技术应能大幅度地提高南昌市现有产品的质量。

865. The technology provided to the joint venture must be integrated, precise and reliable.

供给合资企业的技术必须是完整的、精确的、可靠的。

866. The technology we acquire shall enable our products to achieve significant economic results.

我方所引进的技术应使我方所生产的产品取得可观的经济效益。

867. Your technology should be advanced, reliable, and helpful to the development of our export-oriented economy.

你们的技术必须先进，可靠，有助于发展我们的外向型经济。

868. The import know-how should help improve the quality of our products.

引进的专有技术要有助于提高我们产品的质量。

869. You should supply us with advanced techniques and modernized management methods.
贵方应该向我方提供先进的技术和现代的管理方法。
870. Please provide us with the necessary technical data and, if possible, some drawings connected with the design and building of the new equipment.
请向我方提供必要的技术数据，并且如果可能的话，也请提供一些与新设备的设计和和生产有关的图纸。
871. For the success of our joint venture, it's extremely important for us to acquire the information concerning the product design and the production processes.
为了使合资企业取得成功，对我方来说，获得与产品设计和生产过程相关的信息是极其重要的。
872. You should give us as soon as possible the blueprint plan for the introduction of the equipment and a report on a survey of the feasibility entire plan.
你方应尽快向我方提供设备引进的蓝图计划以及整个计划可行性的调查报告。
873. Please turn over these technical data to our side at the earliest possible time.
请尽早把这些技术资料转交给我方。
874. Shall we discuss technology transfer brief now?
我们现在来扼要地讨论一下技术转让的问题好吗？
875. We want to import advanced technology from you in order to compete successfully on the international market.
为了能在国际市场上成功地参与竞争，我方想向贵方进口先进技术。
876. Since the existing know-how transferred by your company will soon become obsolete, we expect that you will continue offering us your improved technological expertise.
由于贵方转让给我方的现有专有技术很快就会过时，我方希望贵方能继续不断地向我方提供改进的专门技术知识。
877. By advanced technology, we mean both industrial property and know-how.
所谓先进技术，我方指的是工业产权和专有技术。
878. If the documents you send us cannot be used, or if one item or more mentioned in the packing list should be lacking, you have to send all the documents or the lacking items at your cost, within 45 days from the date you receive the written notice from us.
如果贵方提供给我方的数据无法使用，或者缺少包装单里的其中一项或多项。贵方必须在收到我方书面通知后的45天内，将所有的文件或缺少的内容寄达我方，邮寄费用由贵方自己承担。
879. If any serious difficulties arise with regard to the working of the engines which we built, and if it is proved that such difficulties are at fault in any data, drawings or documents you sent us, you would, at your expense, correct such faulty data, drawings or documents.
如果我方生产的机械出现严重的问题，如果经证实，这些问题是由于贵方提供给我方的数据、图纸或文件中的缺陷而引起的，贵方必须修改这些错误的的数据、图纸或文件，费用由贵方自己承担。
880. If the technical documents provided by you are not applicable to our actual production

condition, you are obliged to assist us in modifying the technical documents.

你方提供的技术数据，如有不适合我方生产条件的，你方有责任帮助我方修改技术数据。

Unit Thirty 技术引进的方式及费用

881. We will inform you of the weight, measurements, number of cases, cost of the drawings and other documents seven days before delivering the documents to the airplane.

我方将在把文件数据送到机场的7天前，通知贵方箱子的重量、尺码和数量以及图纸和其它文件数据的费用。

882. Drawings and technical documents will be sent to you by registered airmail.

图纸和技术数据将通过挂号邮件的方式寄达贵方。

883. Expenses for the technology transfer shall be fair and reasonable.

技术的转让费应该公平合理。

884. The royalty rate shall not be higher than the standard international rate.

专利权使用费不应高于国际标准。

885. The technology transfer fee shall be paid in royalties.

技术转让费将以专利使用费的形式来支付。

886. The royalty rate shall be 15% of the net sales value of the products.

专利权使用费是产品净销售价值的15%。

887. The royalty rate shall be calculated on the net sales of the products turned out with transferred technology.

专利权使用费率将根据用转让技术生产出的产品净销售来计算。

888. You'll pay for the imported technology in the form of royalties apart from a certain initial down payment.

除了一定比例的入门费，贵方应用专利权利使用费的形式向我方支付进口技术的费用。

889. We shall pay you 8% on the retail prices of all the goods manufactured with the transferred technology.

用转让技术生产出来的产品，我方将其零售价的8%支付给贵方。

890. We require that at the signature of the technology transfer agreement, you will provide us with the bank guarantee for the transfer of all payments.

我方要求在签署技术转让协议时，贵方要向我方提供支付所有技术转让费用的银行担保。

891. The expenses incurred for this purpose will have to be borne by the Chinese side.

用于该目的而引起的所有费用将由中方来支付。

892. We will pay all the expenses involved in documentation and transfer of knowledge.

我方将支付所有涉及到文献资料和技术转让的费用。

893. We will pay all the specialists for their services rendered to us.
我方将支付所有专家为我方提供的服务费用。
894. We hope you will continue offering us improved technology without extra charges.
希望你们不断向我们提供新的技术，不另外收费。
895. To help our joint venture, we hope that you would keep supplying us with advanced management techniques and technologies.
为了帮助我们的合资企业，希望贵方能不断向我方提供先进的管理方法和技术。
896. We shall help you to update the present and future technology concerned with the production from time to time.
我们将不时地帮助贵方更新与生产有关的现有和将来的全部技术。
897. As you know that technology is advancing all the time, we hope that you continue offering us your improved technologies.
正如贵方所知，技术总是在不断改进的，所以我们希望贵方能一直向我们提供最新技术。
898. We think that it is better to transfer our knowledge in the form of know-how investment.
我方认为最好还是以技术投资的方式来转让我们的技术。
899. First let's start with the delivery of all the drawings, technical data and other documents relating to the engines.
让我们先提供所有与机械有关的图纸、技术数据和其它文件数据。
900. You will undertake the obligations to deliver to us the drawing, information and other data.
贵方将承担将这些图纸、信息和其它数据提供给我方的义务。