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第一单元 建交与咨询

1. 寻求

买方	寻求	建交	We shall place regular orders with you if we have established a long and stable relationship and complete the business on the basis of equality and mutual benefits. 如果我们建立了长期稳定的关系,以平等互利的基础做生意,我们会定期向你们订购。
卖方	寻求	建交	As we deal in tablecloth, we shall be pleased to enter into direct business relations with you. 由于我方经营桌布,我们很愿意与你方建立直接贸易关系。
卖方	寻求	建交	In order to extend our export business to your country, we wish to enter into direct business relations with you. 为了向贵国扩大出口业务,我们希望与贵方建立直接的业务联系。
	寻求	建交	As the item falls within the scope of our business, we shall be pleased to enter into direct business relations with you. 由于该商品属于我们的业务范围,我们很高兴与贵方建立直接业务关系。
	寻求	建交	As this item falls within the business scope of our company, we shall be very pleased to enter into business relations with you at an early date. 由于这种产品属于我们公司的经营范围,我们想尽早与你方建立商务联系。
	寻求	建交	Having obtained your name and address from the Commercial Counselor's Office of the Embassy of the People's Republic of China in your country, we now take this opportunity to discuss with you the establishment of a business relationship. 从驻贵国的中华人民共和国大使馆商务处获知贵方名称和地址,我们现借此机会与你们协商建立业务联系。

	寻求	建交		In order to expand our business at your end, we are writing this e-mail to you in the hope that we can establish business relations with your firm. 为了在你地扩展我们的业务, 我们写邮件给你们, 希望与贵公司建立业务联系。
	寻求	建交		It will be to our mutual benefit to establish business relationship. 我们之间建立贸易关系将符合双方的利益。
	寻求	建交		We are confident of good business opportunities. 相信我们有着良好的贸易前景。
	寻求	建交		We are glad to send you this introductory e-mail, hoping that it will be the beginning of a good business relationship. 我们写邮件自荐, 盼望能有机会与你们合作, 建立贸易关系。
	寻求	建交		We are glad to send you this introductory e-mail, hoping that it will be the beginning of mutually beneficial relations between us. 我们欣然寄发这封邮件自荐, 希望是我们之间互利关系的开始。
	寻求	建交		We are willing to enter into business relations with your firm on the basis of mutual benefit. 我们愿在互利的基础上与贵公司建立业务关系。
	寻求	建交		We avail ourselves of this opportunity to express our wish to establish business relations with you. 我方借此机会表达与贵方开展贸易合作的愿望。
	寻求	建交		We avail ourselves of this opportunity to send this e-mail to you and see if we can establish business relations with you. 我们利用此机会写邮件给贵方以了解可否与贵方建立贸易关系。
	寻求	建交		We desire to establish business relations with your firm. 我们愿和贵公司建立业务关系。
	寻求	建交		We have obtained details of your company and are pleased to write you this e-mail with a view to establishing business relations with you. 我们得悉贵公司名称, 特写邮件希望与贵方建立贸易关系。
	寻求	建交		We shall be very pleased to enter into direct business relations with you. 我们将非常高兴与你们建立直接的业务关系。

	寻求	建交		We should like to discuss the possibility of expanding trade with you. 我方愿与你方就扩大贸易进行讨论。
	寻求	建交		We take the liberty to e-mail you with a viewpoint of establishing business relations with you. 我们冒昧写邮件给贵方, 希望建立商务关系。
	寻求	建交		We trust that our experience in foreign trade and intimate knowledge of international market conditions will qualify us a suitable trading partner. 相信我公司的对外贸易经验以及对国际市场情况的熟悉, 会使我们有资格做合适的贸易伙伴。
	寻求	建交		We wish to establish friendly business relations with you to enjoy a share of mutually profitable business. 我们愿与你们建立友好的业务关系, 分享互利的交易。
	寻求	建交		We wish to establish friendly business relationship with you to explore profitable business opportunities. 我们愿与你们建立友好业务关系, 寻求互利的交易。
	寻求	建交		We wish to establish relationship with you. 我们希望与你们建立贸易关系。
卖方	寻求	续交		It is several months since we had the pleasure of having your last order. As the selling season is drawing near, we should like to know if you would like to place further orders with us for these goods. 自接上次订单以来, 至今已好几个月。现旺季临近, 请问你们是否需要续订。
卖方	寻求	合作		We have more than 25 years in selling net ware and obtain a large share of market. We hope we can make cooperate with you. 我们经营网络设备已经超过 25 年了, 并占据大部分市场份额, 因此, 我方很希望与贵方合作。
买方	寻求	合作		We are very interested in the quality of your products, and we would like to open an account with you. 我们对贵公司的产品质量一直深感兴趣, 意欲与贵公司开展贸易合作。
	寻求	合作		We have the pleasure of introducing ourselves to you with the hope that this will allow us an opportunity to establish a business relationship with your company. 非常荣幸向贵方介绍我公司, 希望有机会与贵公司进行业务合作。

	寻求	合作		We have the pleasure to introduce ourselves to you with the hope that we may have an opportunity to cooperate with you. 我们有幸自荐, 盼望能有机会与你们合作。
卖方	寻求	市场		We'd like to sell our products in the United States. 我们想在美国销售我们的产品。
卖方	寻求	市场		We are thinking of expanding business relations with China. 我们正在考虑扩大与中国的贸易关系。
卖方	寻求	市场		We take this opportunity to inform you that we wish to expand our business into European market. 我们借此机会告知你, 我们希望把业务拓展到欧洲市场。
卖方	寻求	交易		Specializing in the export of Chinese Art Craft Goods, we express our desire to trade with you in this line. 我们专门经营中国美术工艺品出口, 愿与你们进行交易。
	寻求	交易		We e-mail you with a view to doing business with you. 现冒昧去函, 以谋求同贵方进行交易。
卖方	寻求	代理		We'd like you to be our agent if you're interested. 如果您感兴趣的话, 我们想让您当我们的代理商。
卖方	寻求	代理		We're looking for an agent to handle our products. 我们正在找代理商, 来经销我们的产品。

2. 寻购

买方	寻购			We are considering buying Chinese leather shoes. 我们正有意购买中国皮鞋。
买方	寻购			We are in the market for cotton piece goods. 我们正在寻购棉布。
买方	寻购			We want to import chinaware of the best quality. 我们想进口质量上乘的瓷器。

3. 欲购

买方	欲购			We are considering buying your woolen knitwear. 我们正有意购买贵方毛织品。
买方	欲购			We are interested in the silk made by your company. 我公司对贵公司生产的丝绸很感兴趣。
买方	欲购			We are potential buyers of the latest style blouse. 我们有意购买贵方的最新款女衬衫。
买方	欲购			We are ready to purchase your Maple Brand Men's Shirts in large quantity. 我公司打算大量购买贵公司的枫叶牌衬衫。
买方	欲购			We are very interested in your new children's clothing line. 我们对贵公司最新的儿童服装系列非常感兴趣。
买方	欲购			We intend to book a trial order with you. 我们想向贵方试订一批货。
买方	欲购			We're very interested in the products you exhibited at the international exhibition. 我们对你们在国际展览会上展出的产品极有兴趣。
买方	欲购			Your products are almost exactly what we're looking for. 贵公司的产品, 简直就是我们所要找的。

4. 询价

买方	询价		(具体)	Can you make an offer, CFR London, at your earliest convenience? 您能尽快报一个伦敦港成本加运费的价格吗?
买方	询价		(具体)	Full information as to prices, quality, quantity available and other relative particulars would be appreciated. 请详告价格、质量、可供数量及其他有关情况。
买方	询价		(具体)	Kindly let us know at what price per ton you are able to deliver quantities of best refined sugar. 请告知我们在大宗订货的情况下每吨优质糖的价格。
买方	询价		(具体)	Please make us an offer for 5 metric tons of walnut. 请报 5 公吨核桃仁的价格。

买方	询价		(具体)	Please quote the price including insurance and freight to London. 请报一个包含保险费和到伦敦的运费在内的报价。
买方	询价		(具体)	Please quote us the lowest price for ten cwt. best cork. 请报 10 英担、一级软木(瓶)塞的最低价格。
买方	询价		(具体)	Please quote your lowest price CIF Dalian for each of the following items, inclusive of our 2% commission. 请报下列各种商品的大连到岸价, 包括我方百分之二的佣金。
买方	询价		(具体)	Please send us your best CIF quotation for sewing machines. 请报缝纫机最低 CIF 价。
买方	询价		(具体)	Please send us your best offer by e-mail stating payment terms and time of shipment. 请用电子邮件向我们报最优惠价, 说明支付条件和装运期。
买方	询价		(具体)	The articles we require are listed on the attached sheets. If you have them in stock, please tell us the quantity and also the lowest CIF Kobe price. 所需品种见附单, 如可供现货, 请报数量和成本加保险费、运费到神户的最低价。
买方	询价		(具体)	We shall be pleased if you will give us particulars as to your conditions and terms. 请告知你方交易条款的细节。
买方	询价		(具体)	We'd rather have you quote us FOB prices. 我们希望你们报离岸价格。
买方	询价		(具体)	Would you tell us your best prices CIF Hamburg for the tables? 请告诉你方桌子到汉堡的最低到岸价。
买方	询价		(一般)	Please let us have information as to the price and quality of the goods. 请告知该商品的价格和质量。
买方	询价		(一般)	Please let us know your lowest possible prices for the relevant goods. 请告知你们有关商品的最低价。
买方	询价		(一般)	Please make an offer for the bamboo shoots of the quality as that in the last contract. 请把上次合同中订的那种质量的竹笋向我们报个价。
买方	询价		(一般)	Please quote us your lowest price for synthetic fiber goods, such as nylon, vinylon, and saran made in Japan. 请对日本生产的合成纤维的制品, 如尼龙、维尼纶、莎纶等报最低价格。

续表

买方	询价		(一般)	Please quote us your lowest prices for the goods. 请对该商品报最低价。
买方	询价		(一般)	We are desirous of your lowest quotations for frozen rabbit. 我们想要你方冻兔肉的最低报价。
买方	询价		(一般)	We suggest that you quote us competitive prices for the relevant goods. 我们建议贵方报有竞争力的价格并给优惠条款。
买方	询价		(一般)	We would appreciate it if you will please let us know the ruling prices of the goods. 如您能告知该商品的普遍价格, 将不胜感激。
买方	询价			As a major manufacturer of washing machines we require large quantities of electric motors from 1 to 5 HP and should like to know whether you can quote us prices for such motors for our consideration. 作为洗衣机的主要制造商, 我们需要大量 1~5 马力的电动机, 想知道贵方能否报来这些电动机的价格供我方考虑。
买方	询价			Could you quote us the lowest price for leather gloves? 能否给我们报皮手套的最低价格?
买方	询价			I'd like to have your lowest quotations, CIF Rotterdam. 我想请你们报抵鹿特丹最低到岸价。
买方	询价			Kindly let us know at what price and quantities you deliver best refined sugar. 敬请告知贵公司可供应的上等砂糖的价格和数量。
买方	询价			One of my clients wishes to enquire about 100 cases of black tea. 我的一个客户询问 100 箱红茶。
买方	询价			One of our clients takes interest in your products and wishes to have your quotations for the items specified below. 我方一客户对你方产品感兴趣, 并希望你方就如下所列商品报价。

5. 询问

买方	询问	包装		I'd like to know something about the packing in your factory. 我想了解一下你们工厂的包装情况。
买方	询问	保费		Please let us know the premium at which breakage is coverable by the insurance on your side. 请告知贵处保险人承保破损险的保险费。

续表

买方	询问	订单	起订量	We would also like to know the minimum export quantities per color and per design. 我们还想了解各类商品的每种颜色和式样的最低出口起售量。
买方	询问	订单	起订量	What is the minimum quantity of an order for your goods? 你们这种产品的起订量是多少?
买方	询问	订单	起订量	Your offer is very attractive. However, the quantity offered is too small to satisfy our requirements. Would you be able to process a big order for a quantity of 5000 items? 你方报价甚具吸引力,但供应量太小无法满足我方要求。不知贵公司能否生产5000件的大订单。
买方	询问	付款	方式	Please let us know the terms of payment. 请告知付款条件。
买方	询问	付款	方式	What is the mode of payment you wish to employ? 您希望用什么方式付款?
买方	询问	付款	方式	What's your regular practice concerning terms of payment? 你们通常采用什么样的付款条件?
买方	询问	付款	方式	Will you let us know what your terms of payment are? 请告知你方付款条件。
	询问	公司	信息	I am sending this e-mail to request information about your company. 我发此邮件是想咨询贵公司的相关信息。
	询问	公司	信息	I am very interested in learning more about your company. 我很有兴趣想更进一步地了解贵公司。
买方	询问	出货期		We would like to know the shipment schedule immediately. 请立即告知预计发货日期。
买方	询问	交货期		Please indicate approximate time of shipment from receipt of order. 请告知在接到订单后的估计交货时间。
买方	询问	交货期		Please inform us of your lowest price for 300 pieces and approximate date of delivery. 请告知300件的最低价及大约交货期。
买方	询问	交货期		Please let us know how long it will take for delivery. 请告知多长时间才能交货。
买方	询问	交货期		When quoting, please state terms of payment and time of delivery. 报价时, 请说明付款方式和交货时间。

续表

买方	询问	交货期		Will you let us know how long it will take you to deliver the goods? 能否告知多长时间能交货?
买方	询问	交易	条款	Please inform us on what terms you can supply iron nails. 请告知贵方供应铁钉的条件。
买方	询问	交易	条款	Please state your best terms and discount for cash. 请告知以现金支付的优惠条款和折扣比例。
买方	询问	交易	条款	When quoting, please state terms of payment and discount you would allow on purchase of quantity of not less than 500 dozen. 报价时, 请说明付款条件和对购买不少于 500 打的数量所给予的折扣。
买方	询问	商品	信息	Can you tell me about your products in detail? 您能告诉我有关产品的详细信息吗?
买方	询问	商品	信息	Could you tell me the average battery life of your X625 laptops? 您可不可以告诉我贵公司 X625 型笔记本电脑的电池平均寿命是多长时间?
买方	询问	商品	信息	I am writing to request information about your latest products. 我想咨询一些有关贵公司新产品的信息。
买方	询问	商品	信息	Please submit specifications, preferably with illustrations. 请告知规格, 最好附有图片说明。
买方	询问	商品	信息	We should like to have further particulars of your stationary. 我们需要进一步了解你方文具细节。
买方	询问	商品	信息	We would appreciate receiving details regarding the commodities. 如能告知该商品的详细情况, 则不胜感激。
买方	询问	商品	信息	What are the differences between the L100 and L125 headphones? L100 和 L125 型头戴式耳机有哪些区别?
买方	询问	商品	替代	If what we order is not available at present, please furnish us with some information about the substitutes. 如果我们所订货物无现货供应, 请告知关于替代品的情况。
买方	询问	折扣		Could you give us some idea about the discount you can offer on bulk purchase? 能否告知我们批量采购的折扣是多少?
买方	询问	折扣		Will you please allow us a special allowance on annual total value above \$500,000? 如果我们每年购买总金额超过 50 万美元, 能否给予特别折扣?

买方	询问	折扣		Your information as to discounts for a large order would be appreciated. 请告知大笔订货的折扣。
买方	询问	装运		Can you effect shipment of the order in March? 您看这批货能在 3 月份装运吗?
买方	询问	装运		Owing to the limit of our storage, the goods should be shipped in three lots. We wonder if your offer is valid under the circumstances. 由于我方仓储能力有限, 货物需分三批装运。不知在这种条件下你方的报价是否仍然有效。
买方	询问	装运		We have not received your shipping advice yet. Please inform us by return mail whether shipment has been effected. 我方还没收到你方装运通知, 请回函告知我方货物是否已经装运。
买方	询问	装运		Your offer lacks specifications on the type of shipping. We look forward to your clarification. 你公司的报价中未指定运输方式, 我方希望得到贵公司的澄清。
卖方	询问	装运	指示	The goods you ordered will be ready for shipment soon, so please advise us of your shipping instructions quickly. 贵方所订货物将很快备妥, 请速发装运指示。
卖方	询问	代理	条件	Could you give me some idea of your monthly quantity guarantee? 您能告诉我你们每个月能保证完成的销售额吗?
卖方	询问	代理	条件	In order to enable us to make a careful study of your proposal, we should like to know your plan for promoting the sales of our products, the market consumption and the volume of business which you are able to conclude monthly or quarterly. 为使我方认真研究你方建议, 请把你们的我方产品的推销计划、市场销量、你们的月营业额或季营业额通知我方。
卖方	询问	代理	条件	We would like to know your plan for promoting the sales and the annual turnover you may realize in your market. 请把你们的推销计划和在你地市场可能达到的年营业额通知我公司。
卖方	询问	代理	条件	What are the minimum annual sales you can guarantee? 你们所能保证的最少年销售额是多少?

卖方	询问	代理	条件	What is the maximum annual turnover you could fulfill? 你们能完成的最大年销售额是多少呢?
卖方	询问	代理	条件	While on the subject of agency, we would ask you to give us an approximate estimate of the volume of business you expect to do annually. 在谈代理问题时, 请告知你们预期每年可达成的交易额的约计数。
卖方	询问	代理	条件	Your proposal to offer services in sales of our products on a sole agency basis is appreciated, but first of all we need to know the regular quantity you guarantee to sell monthly. 感谢你方建议以独家代理的方式为我们提供服务, 但我们认为首先有必要了解你们能保证的每月正常销售量。

