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编

# 外贸英语函电

诸葛霖 王关富 赵振琴 编著

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ON  
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( NEW EDITION )

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English Correspondence in Foreign Trade  
(New Edition)

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## 前 言

随着改革开放的深入开展，我国的对外贸易与经济合作取得了很大的成绩。现在和今后相当长的时间内，我国需要培养大批的通晓外贸业务和能起草外贸函电和相关合同与单证的工作人员，以适应新时代的需要。

十年来，我国各大城市相继出版了不少的外贸函电课本，它们大多数是普及本，适用于初学者。为了进一步提高撰写外贸函电的英语水平，就需要一本业务与外语层次较高的课本，以满足大学高年级和研究生的需要。为此我们重编了“外贸英语函电”。本书也适用于在职干部自学之用。

本书素材都采用案例资料，案例教学法在西方颇受欢迎。共分十课，包括外贸业务各个环节，每课有它的特点。它的特点是：切合实用，容易引起学员的兴趣，易于记忆。素材是从化工、粮油、五金矿产等公司收集而来，加以整理，修改润色，编写而成；并提供许多活用例句和业务知识，配上相应的练习题以及练习答案，以供参考。此外还附有合同、信用证等重要单证的范例，扩大学员的知识面。

由于编者的业务和语言水平有限，错误缺点在所难免，希望海内外读者批评指正。

诸葛霖 王关富 赵振琴  
于北京对外经济贸易大学  
1993年12月

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## Lesson One

# EXPORT OF STEEL FLAT BARS TO MALAYSIA

## Payment Terms

### Introduction

1992 witnesses the depression of steel industry in the United States and the European Economic Community, while China is making noticeable progress in steel production. Also in 1992, the extent of economic cooperation between China and the Asean countries is broadening.

A Malaysian enterprise, Hiap Bee Company at Kuala Lumpur, intends to establish business relations with China National Metal and Minerals Import and Export Corporation (abbreviated to Minmetals). In October 1992, Hiap Bee Co. sends an inquiry to the Minmetals for 31 metric tons mild steel flat bars. In consideration of the common desire to expand Sino-Malaysian trade, the Minmetals makes an offer in response to its inquiry at a price quite in line with the international market. The buyer does not ask for price reduction, but proposes payment on collection basis instead

of L/C payment, so that he may save the financial cost of the transaction. It puzzles the seller, because it is poor practice to adopt payment by collection in dealing with a new customer; consequently, the seller declines the counter-offer, which causes no problem.

When the Minmetals receives the covering L/C, the L/C stipulation about the insurance coverage surprises the seller, as the buyer needs to cover the shipment against TPND and SRCC, which are special risks and are normally not covered for such shipment. Since the Chinese corporation follows INCOTERMS 1990, the Minmetals promises to make arrangements for such insurance accordingly, but for the buyer's account. In such a case, L/C amendment has to be made.

For that matter, the exchange of correspondence takes about two months. This makes it difficult to advance shipment, though the buyer is in urgent need of the supply. Finally, shipment is made as scheduled and the export transaction is brought to an end.

### Words, Expressions & Notes

witness	v.	目睹, 经历
Kuala Lumpur		吉隆坡(马来西亚首都)
puzzle	v.	使为难
consequently	adv.	因此, 所以
stipulation	n.	规定
amendment	n.	修改, 修正
correspondence	n.	信件, 通信

coverage	n.	保险险别, 险类
advance	v.	提前

1). depression 萧条, 不景气

Many Western companies are now in a very difficult position owing to the current economic depression.

People can hardly forget the Great Depression of the 1930s.

trade depression 贸易萧条

business depression 生意不景气

industrial depression 工业萧条

2). inquiry (enquiry) n. 询问, 询盘, 询购

We look forward to your specific inquiry.

Our inquiries about the commercial prospects in their market were not given due attention.

We are interested in making an inquiry for your mild steel flat bars.

inquire (enquire) v.

(1) 用作及物动词时, 主要可以接名词或从句:

Our customer inquired last week whether you could accept payment by collection.

We feel compelled to inquire the reason of your refusal to make payment on collection basis.

(2) 用作不及物动词时, 常与 about, of, for 以及 into 连用:



We will inquire of our customers their required delivery.

They have inquired about the market trends for the second half of the year.

Mr. Arnold from the U. S. has inquired for 500 "Forever" brand bicycles.

We have decided to inquire into the damage done to the goods.

3). collection 托收, 收款

on collection basis 以托收方式(支付)

We have run into some trouble with collections (收款) in the past two years.

The buyer will send his draft through the bank on clean collection.  
(按光票托收)

托收是国际贸易中的一种支付方式,是商业信用。其具体做法是:出口商开立以进口商为抬头人的汇票,委托第三方向进口商代收货款。一般说来,托收业务涉及到四个当事人,即:委托人(出口商),受托银行(出口商委托之银行),代收银行(与受托银行有业务往来的外国银行)和付款人(进口商)。

4). in consideration of 考虑到,鉴于(与 considering 意思相同)

We would accept your offer in consideration of our mutual business relations in the future.

In consideration of your initial order, we would render you a 5% discount.

We will reserve our limited supply of goods for you in considera-

tion of the excellent cooperation between us.

5). in line with 符合, 与...一致

I'm afraid your price is not quite in line with the international market.

Both parties should avoid any proceeding not in line with the stipulations of the agreement.

In line with the contract, we are sending the samples to you.

"in line" 也可单独使用, 表示: 与市场价格一致, 如:  
We'd like to increase our order if your price is in line.

6). for one's account 由...负担(支付)

Any other charges shall be for the seller's account.

As stipulated in the contract, the extra freight is to be for your account.

注意: "for the account of..." 与上述短语略有不同, 意为  
"收...的帐"

We made the purchase for the account of an overseas firm.

7). to be brought to an end 结束, 完成

意思相同的其他短语还有:

to be brought to completion

to be brought to a close

to come to an end

to come to a conclusion

8). L/C (letter of credit) payment 信用证支付

信用证是国际贸易中信用证支付方式所使用的工具。信

用证支付方式则是国际贸易结算的一种主要方式。它通过第三方(银行)的担保妥善地解决买卖双方间的不信任,避免双方在完成交易过程中可能遇到的风险,即:卖方在完成交货后不能或不能按时收到货款;买方则担心付款后不能按合同要求收到货或收不到货。

#### 9). counteroffer 还盘

还盘就是买方对卖方报盘(offer)中的任何一个条件(如价格,规格,数量,装船期,支付方式等)提出异议。一笔交易最终达成有时往往需要交易双方多次来回还盘与反还盘。有时卖方出于种种原因不愿报价,而要求买方先出价,也就是递盘(bid)。卖方对此递盘提出变更、修改则为 counter-bid。对于 counter-offer 和 counter-bid 两词,一些外商经常不加区分地使用。

#### 10). TPND = Theft, Pilferage and Non-delivery

偷盗和提货不着险

Theft: 指货物全部被偷或被偷数量较多。

Pilferage: 指货物部分被盗。

Non-delivery: 指所有货物,甚至连包装物也不见了。

#### 11). SRCC = Strikes, Riot & Civil Commotions

罢工、暴动、民变险

#### 12). INCOTERMS 1990 《1990年国际贸易术语解释通则》

《国际贸易术语解释通则》(International Rules for the Interpretation of Trade Terms)是由国际商会制定的。首次制定于1936年,后又分别在1953年,1967年,1976年和1980年进行了数次修改。最近一次重要修改是在1990年进行的。修改

的主要原因是为了适应现代科学技术，如电子数据交换系统 (Electronic Data Interchange)，即电脑化的“无纸贸易”和集装箱运输及多式联运方式对国际贸易的影响和促进。

## Part One

### (1)

Outgoing letter

Messrs Hiap Bee Company

Nov. 2, 1992

Dear Sirs,

#### Re: Offer for 31 M/Ts Mild Steel Flat Bars

Thank you for your letter of October 20. We are pleased to note that among the steel products, you are interested in Chinese mild steel flat bars for shipment in Feb./March next year. Considering your enthusiastic efforts to promote trade between China and Malaysia, we take pleasure in making you the following offer:

31 metric tons Chinese mild steel flat bars in 10 or  
12 meter length CIF Port Klang at US \$ 425. 00 per  
metric ton payment by confirmed irrevocable letter  
of credit at sight shipment in Feb./March 1993  
provided that the covering letter of credit reaches us  
30 days before shipment.

The above offer is subject to our final confirmation.

Please note that we do not allow any discount or commission.

We shall appreciate it if you would send us a prompt reply.

Yours faithfully,

### Words, Expressions & Notes

enthusiastic	adj.	热情的, 热心的
confirmed	adj.	保兑的
irrevocable	adj.	不可撤销的
discount	n.	折扣, 减价
commission	n.	佣金
appreciate	v.	感谢

1). take (the) pleasure in (of)... 很高兴.....

We take great pleasure in telling you that we are able to take your order for 500 Chinese bicycles.

We take the pleasure of sending you our latest sample.

后面也可以接带“to”的不定式:

We take pleasure to inform you that we are able to take your order for 500 Chinese bicycles.

2). subject to 以.....为准, 取决于

(1) 用作表语(predictive):

We hope you will note that our offer is subject to your confirmation reaching us here by the end of this month.

Shipment of the contracted goods is subject to the availability of shipping space.

Our offer is subject to change without notice.

The plan is subject to the final approval of the head office.

(2) 用作状语(adverbial):

We are making you the undermentioned offer, subject to your acceptance by the end of May.

We export the listed items subject to the approval of export license.

We are sending you the offer for 30 metric tons of mild steel flat bars subject to the goods being unsold.

3). CIF (Cost, Insurance & Freight) 成本加运费、保险费目的港交货价格

4). Port Klang 巴生港(马来西亚港口)

5). provided (that) conj. 假如, 如果  
与 providing (that) 的意思与用法相同。

Provided that you offer more favorable prices, we may consider placing bulk orders with you.

We accept your offer provided that shipment is made not later than March 31.

Provided there is no opposition, we shall hold the business negotiations in Hong Kong.

6). confirmation n. 确认, 证实

We are making you this offer subject to our final confirmation.

We hope you will inform us of your acceptance for our confirma-

tion if you find our offer attractive.

confirm v. 确认,证实

We confirm having sold you 31 metric tons mild steel flat bars.

We confirm your order dated October 5 for 500 Chinese bicycles

We confirm your cable of November 20 regarding the mode of payment.

7). discount n. 折扣, 减价

The discount we can make on this item is no more than 5%.

Any order larger than the above mentioned is entitled to a discount of 8%.

Normally we allow a discount of US \$ 8.00 on the product.

We are prepared to place an exceptionally large order on condition that you allow us a discount.

The buyer is entitled to a 5% quantity discount if the order exceeds US \$ 500,000.

注意: 短语 "at a discount" 意为: 削价出售, 滞销。

They have to sell the goods at a discount.

Used cars are now absolutely at a discount with the current economic boom.

(2)

Incoming letter

Nov. 15, 1992

Dear Sirs,

## Re: 31 M/Ts Chinese Mild Steel Flat Bars

We are appreciative of your offer dated November 2. It is our common desire to develop trade between our two countries. Steel products are the principal line of business we have specialized in in the recent years. I wish to inform you that the South Korean dealers have been active in sales promotion in this field, but we prefer the Chinese supply of steel products to the South Korean.

After a brief survey of the market conditions here, we find your price rather on the high side. In order to gain a competitive edge over other suppliers, we would request your cooperation in giving us more favourable payment terms, i. e. Documents Against Acceptance 90 days after sight. In this way, we would be able to sell the goods before payment at a competitive price.

Our bank reference is United Malaysian Banking Corporation BHD, Kuala Lumpur. Please contact them, if you like, for our credit standing.

We thank you in anticipation of your early reply.

Yours faithfully,

### Words, Expressions & Notes

principal	adj.	主要的
dealer	n.	商人
survey	n.	调查, 调研
competitive edge	n.	竞争优势



favorable	adj.	优惠的, 有利的
reference	n.	(信用、能力等的)证明
credit standing	n.	信用状况

1). line n. 业务, 行业

They used to be engaged in the line of chemical products.

Import is not our chief line of business.

We are both in the textile line.

2). specialize in 专门经营(从事).....

We have specialized in textiles since 1985.

Quite a few people in that area specialize in arms sales.

He specializes in handling footwear.

注意: "be specialized in" 与上述短语意思基本相同, 可以替换使用。

3). prefer v. 愿意.....而不....., 与.....相比, 更喜欢.....

(1) 后面跟名词, 其用法为 "prefer... to..."

They prefer small, low-priced and oil-saving Japanese cars to big, expensive and oil-wasting American cars.

We prefer L/C payment to other means of payment.

(2) 后面跟不定式动词, 其用法为 "prefer to do... rather than"

I prefer to wait a little while rather than decide hastily.

We prefer to study the matter carefully rather than make a hasty