



纺织服装高等教育“十一五”部委级规划教材

# 纺织品服装 外贸实务英语

## The Practice of Foreign Trade in Textiles and Apparel

卓乃坚

Zhuo Naijian

西蒙C.哈罗克 著

Simon C. Harlock

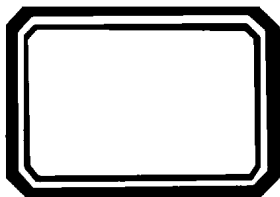
东华大学出版社

纺织品服装外贸实务英语

The Practice of Foreign Trade in Textiles and Apparel

东华

纺织



“十五”部委级规划教材

# 纺织品服装外贸实务英语

The Practice of Foreign Trade in Textiles and Apparel

卓乃坚      (英)西蒙 C. 哈罗克 著  
Zhuo Naijian   Simon C. Harlock

东华大学出版社

---

## 图书在版编目(CIP)数据

纺织品服装外贸实务英语/卓乃坚,(英)哈罗克著.  
上海:东华大学出版社,2008.7

ISBN 978-7-81111-410-2

I. 纺... II. ①卓... ②哈... III. ①纺织品—  
对外贸易—英语②服装—对外贸易—英语 IV. H31

中国版本图书馆 CIP 数据核字(2008)第 110663 号

---

责任编辑:张 静

封面设计:魏依东

## 纺织品服装外贸实务英语

卓乃坚 西蒙 C. 哈罗克著

东华大学出版社出版

上海市延安西路 1882 号

邮政编码:200051 电话:(021)62193056

新华书店上海发行所发行 苏州望电印刷有限公司印刷

开本:787×960 1/16 印张:17.5 字数:385千字

2008年7月第1版 2008年7月第1次印刷

印数:0 001~5 000

ISBN 978-7-81111-410-2/TS·077

定价:35.00元

## 内容提要

本书用英语介绍了纺织品服装的外贸实务操作,其中包括运输、保险、支付、合同以及单证等。本书强化了专业术语的应用,注重了操作上的严谨性和相关国际惯例以及习惯做法的关联,并且配有精心编制的练习、词汇检索以及中文参考译文等。本书可以作为普通高等院校纺织服装国际贸易专业的专业英语教材或英语专业和纺织以及服装专业的外贸方向选修课程的双语教材,也可以作为纺织服装外贸工作者一本不可多得的参考读物。

---

Reasonable efforts have been made to publish reliable data and information, but the authors and the publishers cannot assume responsibility for the validity of all materials. Neither the authors nor the publishers, nor anyone else associated with this publication, shall be liable for any loss, damage or liabilities directly or indirectly caused or alleged to be caused by this book. 为出版可靠的数据及信息,作者和出版商已作了合理的努力,但他们不可能对所有材料的有效性负责。作者、出版商或任何与本出版物关联的人不对直接、间接或声称由本书造成的任何损失、损害或债务承担法律责任。

Neither this book nor any part of it may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, microfilming and recording, or by any information storage or retrieval system, without written permission from the authors or the publishers. 未经作者或出版商书面许可,本书或其任何部分不可以任何形式或任何电子的或机械的手段,包括复印、缩微拍摄、录制或通过任何信息储存或检索系统,进行复制或传递。

## Preface

The trade in textiles and apparel is one of the most important in international trade. Developed countries tend to import textiles and apparel that require intensive use of labour for their production. Conversely they tend to export textile goods and some apparel that can be manufactured either through largely capital intensive production or with high added value through internationally recognised brands or that are highly technically advanced for niche markets. Many developing countries with large populations and relatively low labour costs tend to select the textile and clothing industry as the “engine” to develop their national economy. Thus the international trade in textiles and apparel makes a significant contribution to the globalization of the world economy.

International trade in textiles and apparel is conducted by many countries, and it is well known that English is the most commonly used language for communication and negotiation in foreign trade. The purpose of this book is to provide knowledge on the practical aspects of conducting international trade in textiles and apparel with specific reference to trade between China and its trading partners. It is presented in both Chinese and English specifically so that Chinese readers can not only learn about the subject but also familiarise themselves with the same descriptions, explanations and terminology in English. It is intended for use by students studying the subject of international trade in textiles and apparel as well as those either currently employed or intending to be employed in international trade in textiles and apparel. In this respect the content covers a range of subjects including the procedures for negotiating and drawing-up a contract, the preparation of documentation, transportation and payment and trade regulations. Many specialized terms have been included to provide, what the authors believe will be, a very useful contribution to the knowledge and understanding of the procedures commonly used.

This book is the third book in the series written by Dr. Zhuo Naijian in collaboration with Dr. Simon C. Harlock. The first and second books in the

series are Fibres, Yarns and Fabrics and Clothing and its Production, both of which have been produced in the same Chinese/English format. They provide important technical information to complement the content in this book.

Finally, special thanks are extended to Mr. Zhuo Shufan of Shanghai Institute of Technology for his valuable contributions in the preparation of the documentation and vocabulary lists for this book.

The authors  
July 2008

## 前 言

纺织品服装贸易是国际贸易中最重要的贸易之一。发达国家倾向于进口那些需要使用大量劳动力生产的纺织品和服装。另一方面,它们倾向于出口那些通过高资本密集方式生产的或能够通过国际知名品牌获取高附加值的纺织产品及服装,或看准那些虽不起眼但却有利可图的市场,出口高科技的纺织产品和服装。许多人口众多、劳动力成本相对较低的发展中国家倾向于选择纺织服装业作为发展国民经济的“发动机”。因此,纺织品服装的国际贸易为世界经济全球化做出了重要贡献。

纺织品服装的国际贸易由许多国家参与。众所周知,英语是对外贸易交流和磋商中最常用的语言。本书的目的是专门参照中国和它的贸易伙伴间的贸易,介绍纺织品服装国际贸易的实务知识。它特别使用了中文和英文,以便中国读者不仅能够了解本书的主题内容,而且能够熟悉相同方面的英语描述、解释以及术语。它可以供学习纺织品服装国际贸易的学生使用,也可以供目前正在从事或打算从事纺织品服装国际贸易的人士参考。考虑到这一点,本书涵盖了包括磋商和起草合同、准备单据、运输和支付以及贸易规则等一系列内容。本书还包含了许多专业术语,作者相信,它们对于了解和理解常用的操作过程非常有用。

本书是卓乃坚博士和西蒙 C. 哈罗克博士合作系列丛书的第三本。该系列中的第一本和第二本是《纺织英语》和《服装英语》,已经用相同的中/英文形式出版。它们提供了重要的技术方面的内容,可以作为本书内容的补充。

最后,特别感谢上海应用技术学院的卓书帆在准备及制作本书中的单证和词汇表中所做的宝贵贡献。

作者

2008 年 7 月

# 目 录

## CHAPTER 1

### OVERVIEW OF INTERNATIONAL TRADE IN TEXTILES AND CLOTHING 纺织品服装国际贸易纵览

<b>1.1 Why International Trade Occurs</b> 国际贸易产生的原因	1
<b>1.2 A Brief History of International Trade in Textiles and Apparel</b> 纺织品服装国际贸易的历史概况	3
<b>1.3 The Current Situation in China's Textile and Clothing Foreign Trade</b> 中国纺织品服装外贸现状	5
<b>1.4 General Exportation and Importation Procedures in China</b> 中国进出口的一般程序	6
<b>1.4.1 General Sequence of Exportation</b> 出口一般程序	6
<b>1.4.1.1 Preparation for business negotiation</b> 贸易磋商的准备	7
<b>1.4.1.2 Business negotiation and contract establishment</b> 贸易磋商和合同建立	8
<b>1.4.1.3 Execution of the contract</b> 合同的履行	9
<b>1.4.2 General Sequence of Importation</b> 进口一般程序	11
<b>1.4.3 General Sequence of Processing Trade</b> 加工贸易的一般程序	12
<b>1.5 Prerequisites to be a Good Trader in Textiles and Garments</b> 成为一个好的纺织品服装商人的先决条件	14
<b>Words and Phrases</b> 词汇	15
<b>Exercises</b> 练习	20

## CHAPTER 2

### INTERNATIONAL CONVENTIONS AND PRACTICES IN INTERNATIONAL TRADE 国际贸易公约和惯例

<b>2.1 International Trade Conventions</b> 国际贸易公约	22
<b>2.2 International Customs and Practices</b> 国际惯例	23
<b>Words and Phrases</b> 词汇	25



<b>Exercises 练习</b>	27
---------------------	----

## CHAPTER 3

### TRANSPORTATION 运输

<b>3.1 Modes of Transportation 运输方式</b>	29
3.1.1 Transportation by Sea 海洋运输	29
3.1.2 Transportation by other Modes 其他运输方式	31
<b>3.2 Transport Documents 运输单据</b>	33
3.2.1 Classification of Bill of Lading 提单的分类	34
3.2.2 Classification of other Transport Documents 其他运输单据的分类	37
<b>Words and Phrases 词汇</b>	38
<b>Exercises 练习</b>	43

## CHAPTER 4

### INSURANCE FOR TRANSPORTATION 运输保险

<b>4.1 The Insurance Principles 保险原则</b>	45
4.1.1 The Principle of Insurance Interest 保险利益原则	45
4.1.2 The Principle of Utmost Good Faith 最大诚信原则	46
4.1.3 The Principle of Indemnity 补偿原则	47
4.1.4 The Principle of Proximate Cause 近因原则	47
<b>4.2 Risks to be Covered 待承保的风险</b>	48
4.2.1 Risks Involved in Transportation 运输所涉及的风险	48
4.2.2 Total Loss and Partial Loss 全损和部分损失	48
4.2.3 Sue and Labour Expenses and Salvage Charges 施救费用和救助费用	49
<b>4.3 Risks Covered under the China Insurance Clauses     中国保险条款下承保的险别</b>	49
4.3.1 Coverage for Ocean Transportation 海洋运输的险别	49
4.3.2 Coverage for other Modes of Transport 其他运输方式下的承保范围	51
<b>4.4 Risks Covered under the Institute Cargo Clauses     协会货物保险条款下的险别</b>	52

<b>4.5 Insurance Documents</b> 保险单据	53
<b>4.6 Procedures for Lodging an Insurance Claim</b> 保险索赔程序	54
<b>Words and Phrases</b> 词汇	55
<b>Exercises</b> 练习	60

## CHAPTER 5

### PAYMENT AND SETTLEMENT 其他运输方式下的承保范围

<b>5.1 Financial Instruments</b> 金融票据	63
5.1.1 Drafts 汇票	63
5.1.1.1 Definition 定义	63
5.1.1.2 The parties concerned 当事人	64
5.1.1.3 Particulars that must be specified 必须记载的项目	65
5.1.1.4 Acts involving drafts 汇票行为	66
5.1.1.5 Classification of drafts 汇票的分类	68
5.1.2 Promissory Notes 本票	69
5.1.3 Cheques 支票	70
<b>5.2 Modes of Payment</b> 支付方式	71
5.2.1 Payment by Remittance 用汇付方式支付	71
5.2.1.1 Remittance by T/T or by M/T 电汇或信汇	71
5.2.1.2 Remittance by D/D 票汇	72
5.2.1.3 Characteristics of payment by remittance 用汇付方式支付的特点	73
5.2.2 Payment by Collection 用托收方式支付	74
5.2.2.1 Parties involved 当事人	74
5.2.2.2 Types of collection 托收的种类	74
5.2.2.3 Characteristics of payment by collection 用托收方式支付的特点	78
5.2.3 Payment by L/C 用信用证方式支付	79
5.2.3.1 Types of letter of credit 信用证种类	79
5.2.3.2 Primary L/C operations 信用证的基本操作	81
5.2.3.3 Parties involved 当事人	82
5.2.3.4 Characteristics of payment by L/C 用信用证方式支付的特点	83

<b>Words and Phrases</b> 词汇	84
<b>Exercises</b> 练习	91

## CHAPTER 6

### TRADE TERMS 贸易术语

<b>6.1 Overview of the Rules</b> 规则纵览	93
6.1.1 Warsaw—Oxford Rules 1932 1932 年华沙—牛津规则	93
6.1.2 Revised American Foreign Trade Definitions 1941 1941 年美国对外贸易定义修订本	94
6.1.3 International Rules for Interpretation of Trade Terms (INCOTERMS) 国际贸易术语解释通则 (INCOTERMS)	95
<b>6.2 Points to be Noted When Using INCOTERMS</b> 使用 INCOTERMS 的注意要点	96
<b>Words and Phrases</b> 词汇	100
<b>Exercises</b> 练习	102

## CHAPTER 7

### CONTRACTUAL CLAUSES 合同条款

<b>7.1 Name and Quality Specifications</b> 品名和品质规定	105
7.1.1 Name of the Goods 商品的名称	105
7.1.2 Quality of the Goods 商品的品质	105
7.1.2.1 Sale by sample 凭样品买卖	105
7.1.2.2 Sale by description 凭文字说明买卖	106
<b>7.2 Quantity</b> 数量	109
<b>7.3 Packing</b> 包装	111
7.3.1 Modes of Packing 包装方式	111
7.3.2 Marks on Packaging 包装上的标志	113
<b>7.4 Shipment or Delivery</b> 装运或交货	114
7.4.1 Time of Shipment 装运期	115
7.4.2 Partial Shipments and Transshipment 分批装运和转运	116
7.4.2.1 Partial shipments 分批装运	116
7.4.2.2 Transshipment 转运	117
7.4.3 Places of Departure and Arrival 起讫地	117

<b>7.5 Insurance</b> 保险	117
<b>7.6 Payment</b> 支付	118
<b>7.7 Price</b> 价格	118
7.7.1 Type of the Currency 货币的类型	119
7.7.2 Value of the Unit Price 单价的数值	120
7.7.3 Commission and Discount 佣金和折扣	121
<b>7.8 Inspection, Claim, Force Majeure and Arbitration</b> 检验、索赔、不可抗力和仲裁	122
<b>7.9 Other Clauses</b> 其他条款	123
<b>Words and Phrases</b> 词汇	124
<b>Exercises</b> 练习	131

## CHAPTER 8

### BUSINESS NEGOTIATION AND CONTRACT ESTABLISHMENT 贸易磋商与合同建立

<b>8.1 Business Negotiation</b> 贸易磋商	134
8.1.1 Common Ways to Undertake a Business Negotiation 贸易磋商常用的方式	134
8.1.2 Enquiry 询盘	135
8.1.3 Offer 发盘	136
8.1.4 Counter-offer 还盘	138
8.1.5 Acceptance 接受	138
<b>8.2 Drafting a Contract or a General Agreement</b> 起草合同或总协议	139
8.2.1 Drafting a Contract 起草合同	139
8.2.2 Drafting a General Agreement 起草总协议	141
<b>Words and Phrases</b> 词汇	141
<b>Exercises</b> 练习	143

## CHAPTER 9

### DOCUMENTATION REQUIRED FOR THE SETTLEMENT OF A CONTRACT 合同结算所需要的单证工作

<b>9.1 A Basic Requirements for a Document</b> 单据的基本要求	145
9.1.1 Clarity and Neatness 明确和整洁	145
9.1.2 Correctness 正确	146
9.1.3 Promptness 及时	147
<b>9.2 Documents Required</b> 所需要的单据	147
<b>Words and Phrases</b> 词汇	148
<b>Exercises</b> 练习	149
<b>Keys to Exercises</b> 练习题答案	151
<b>Index to Words and Phrases</b> 词汇索引	155
<b>Chinese Version</b> 中文参考译文	186
<b>Suggested Further Reading and Links to Websites</b>	
建议进一步阅读的读物和浏览的网站	254
<b>Appendix 1</b> Sales Confirmation 售货确认书	255
<b>Appendix 2</b> Attachment to the Sales Confirmation 售货确认书附页	257
<b>Appendix 3</b> General Agreement 总协议	258
<b>Appendix 4</b> Letter of Credit 信用证	259
<b>Appendix 5</b> Bill of Exchange 汇票	261
<b>Appendix 6</b> Invoice 发票	262
<b>Appendix 7</b> Packing List 装箱单	263
<b>Appendix 8</b> Bill of Lading 提单	264
<b>Appendix 9</b> Insurance Policy 保险单	265
<b>Appendix 10</b> Certificate of Origin 产地证	266
<b>Appendix 11</b> Beneficiary's Certificate 受益人证明	267

# CHAPTER 1 OVERVIEW OF INTERNATIONAL TRADE IN TEXTILES AND CLOTHING

## 1.1 WHY INTERNATIONAL TRADE OCCURS

International trade is the term that covers business transactions made between companies or organisations whose places of business are in different countries or regions. It can be conducted for “intangible goods” such as services for travel, transportation, insurance, etc. or for “tangible goods” such as textiles and garments. For trade in “tangible goods” or “visible goods”, the goods involved will be transported across either a border of a country or a customs boundary. The customs boundary is not necessarily the same as the boundary of a country. In a customs union, the customs boundary is larger than the boundary of its member countries. Furthermore, no customs declaration needs to be made if the goods are transported between the member countries. Conversely, a customs boundary could be smaller than the boundary of a country. For example, Hong Kong, Macao and the Mainland China are within the same boundary of the People’s Republic of China, but they have their own customs’ systems. Thus if goods are moved from Mainland China to Hong Kong, or vice versa, customs declarations have to be made and the relative data will be counted into the import and export statistics. A similar case will happen when goods are moved from the city of Shanghai to the bonded area located in the Pudong District of Shanghai, and vice versa.

There are many theories that attempt to explain the reason why a country can benefit from international trade. The most classical theories are generally considered to be the theory of absolute advantage by Adam Smith<sup>①</sup>, the theory of comparative advantage by David Ricardo<sup>②</sup>, and the Heckscher-Ohlin theory regarding factor endowments<sup>③</sup>.

① Adam Smith, *Inquiry into the Nature and Causes of the Wealth of Nations* (1776).

② David Ricardo, *On the Principles of Political Economy and Taxation* (1817).

③ Beitel Gotthard Ohlin, *Interregional and International Trade* (1933).

The theory of absolute advantage proposes that to improve the productivity is one of the crucial factors to increase the wealth of a nation and that labour-division can lead to an improvement in productivity. The theory postulates that, if every person specializes in producing one item of goods, productivity will increase and hence production costs will decrease. Through the exchange of products, everyone involved will benefit. Such a principle can be applied among all nations. Countries differ in their ability to produce goods efficiently, such that they could have an absolute advantage in producing certain goods. Consequently they should export those goods for which they possess absolute advantages, and import those goods for which other countries possess absolute advantages. Working in this way, the resources, labour and financial capital of all nations can be utilised in the most efficient way and, thereby, the wealth of all nations can be greatly increased.

The theory of comparative advantage proposes that a country that does not possess any absolute advantages compared with other countries may produce those products for which it has either relatively higher advantages or relatively lower disadvantages than the other types of products that it could produce, and therefore, it can still benefit through international trade.

The Heckscher-Ohlin theory states that countries differ in their factor endowments. The factor endowments include land, labour, capital and technologies, all of which affect the cost of production. A country should export those goods that can be produced through the intensive use of those locally abundant factors and import goods that have to be produced through the intensive use of those factors that are locally scarce. In this way, international trade can mitigate the problems of unevenly distributed production factors among all nations.

All the above-mentioned theories are based on the assumption of free trade, but there are some other theories which recognize the importance of exportation for one country, but, at the same time, advocate setting barriers against importation in order to protect the domestic market or “infant industry”. They suggest that in order to protect the domestic industries a government should intervene in the foreign trade of its country by providing subsidies or setting favourable trade policies to promote exports

and by raising tariffs or applying quotas to limit imports. The theory put forward by Friedrich List<sup>①</sup> is one classical example of such theories.

Much research has been conducted on international trade and many models devised based on various assumptions in order to explain the basis of international trade. All attempt to determine the most reasonable trade patterns that will meet the requirements for the development of the national economy and to accommodate the trends in globalisation.

## 1.2 A BRIEF HISTORY OF INTERNATIONAL TRADE IN TEXTILES AND APPAREL

It is very difficult to ascertain exactly when and where the international trade in textiles and garments started, but it is clear that silk, together with other textiles such as carpets and tapestries etc, was traded between different countries through the *Silk Road* more than two thousand years ago. It is believed that the scale of international trade in textiles and clothing increased after the first industrial revolution. It was the invention of the powered textile machines that made it possible to produce yarns, fabrics and garments in bulk. It is said that one of the British trade patterns at that time was to import raw materials such as cotton and wool from Egypt and Far East countries and to export fabrics produced with powered machines. The development in machinery and technology led to the expansion of the industry, and the development in transportation and communication greatly promoted trade between countries.

Trade in textiles and apparel is one of the most important within international trade. A textile and clothing industry is usually essential for a nation to realize its industrialization. Furthermore, the textile and, particularly, clothing industry is typically a labour-intensive industry, which requires relatively less advanced technology, expertise and lower capital investment to create a wide range of production and employment opportunities. This is a significant factor for developing countries with large populations to enable them to develop their textile and clothing exportation.

In the second half of the last century, many developing countries selected the textile and clothing industry as the “engine” to develop their

① F. List, *The National System of Political Economy* (1841).



national economy. At the same time, labour costs in the developed countries were steadily increasing. Consequently the economic development and the prospects for the textile and clothing industry in such countries diminished. As a result, the market shares of the developing countries in world textile and clothing trade grew, and this, in turn, greatly impacted on the traditional textile and clothing industries in the developed countries. Textile trade became one of the significant issues in world trade, and in the 1950's, the rapid increase in Japanese textile exports started to concern many developed countries to the extent that constraints were imposed by such countries. The concept of "market disruption" was advocated by the United States then and it became a topic at the meeting of those countries contracting for the General Agreement on Tariffs and Trade (GATT). In 1961, a multilateral agreement, the Short-term Arrangement regarding International Trade in Cotton Textiles, was reached, and in the second year, the Long-term Arrangement regarding International Trade in Cotton Textiles was concluded.

In 1973, the well-known *Arrangement Regarding International Trade in Textiles* (more commonly known as the Multi-fibre Arrangement, or MFA) was established. The MFA provided for bilateral quantitative restriction quotas against the exports of textiles and clothing from developing countries. That is, textile and clothing exportation was under a strict *voluntary export restraint* (VER) and an exporter had to obtain the quota either allocated by the local government or acquired through some special arrangements. Then, before exportation the exporter should apply for an export licence from the government authorities. Although the MFA was administered under the auspices of GATT, it contravened two GATT principles: non-discrimination and the avoidance of quantitative restrictions.

After 1994, the MFA was succeeded by the *Uruguay Round Agreement on Textiles and Clothing* (ATC), which defined three successive stages for the relaxation of trading constraints for textiles and clothing products, such that, all quantitative restrictions should be gradually terminated from January 1995. On 1 January 2005 the quota system governing the textile and clothing exportation from the developing countries to the developed countries since 1974 was phased out. Only the provisions of GATT Article XIX (i. e. *Emergency Action on Imports of Particular Products*) and the