

贸易书信与合同

本社改编



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中國對外經濟貿易出版社

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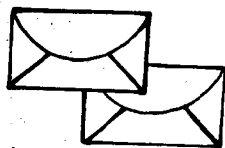
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问 候
GREETING



文 例 1

太安贸易公司:

我公司全体工作人员,谨向贵公司祝贺新年快乐,业务兴隆,预祝未来贸易,在双方共同努力之下,得到进一步发展。

EXAMPLE 1

Tai On Trading Co.,
(Address)

Dear Sirs,

We, all the staff of this company, heartily wish you a happy New Year and prosperous business. We hope our future trade will be further developed due to the joint efforts of both parties.

文 例 2

7月11日第1099号来函悉。贵营销经理×××先生将作为日本国际贸易促进协会代表团一员来港访问,甚表欢迎。×××先生在

港期间,当竭诚招待,相信面洽将更有利于双方业务发展。

此 致

EXAMPLE 2

We have learnt from your letter No. 1099 dated July 11 that Mr. × × ×, your Sales Department Head, will visit Hong Kong as a member of the Japanese International Trade Promotion Association. He is very much welcome. When Mr. × × × is in Hong Kong, we will entertain him as best as we can. We believe our personal discussions will be more advantageous to the development of the trade between both parties.

Yours faithfully,

文 例 3

接3月30日贵行分致我公司及我公司代表×××先生两函,得悉贵行代表×××先生已安返贵埠,为慰。

×××先生在港洽谈业务期间,承光临我公司,实感荣幸,有招待不周之处,谨请原谅。

为进一步发展你我间业务,尚希望贵行加强与我们的函电联系,有何需要,即请告知。

顺祝×××先生及贵行全体同行身体健康。

此 致

EXAMPLE 3

We have just received your letters of 30th March respectively to our company and Mr. × × ×, the representative of our company. We are relieved to learn that Mr. × × ×, the representative of your company, has return safe and sound to your place.

When Mr. × × × had business talks in Hong Kong, we had the great pleasure to have his presence in our company, and we should beg your pardon if anything unsatisfactory in our entertainment to him.

In order to further develop the businesses between both of our companies, we hope your company will reinforce your communication by letter or cable with us. Kindly let us know if you are in need of anything.

Wish Mr. × × × and all your colleagues in your good health.

Yours faithfully,

【句 例】

1. 1980 年即将到来, 我们希望新年会给你们带来繁荣和幸福。

On the occasion of the approach of the year of 1980, we hope the new year will bring you prosperity and happiness.

2. 在 1980 年新年之际, 承蒙祝贺, 特致谢意。希望你们在新的一年里, 工作顺利, 身体健康。

On the occasion of the New Year of 1980, I appreciate your congratulation. Hope your work will go on smoothly and you will be in good health in the new year.

3. 招待欠周, 甚为抱歉。

We are very sorry for our unsatisfactory entertainment to you.

4. 如果贵代表能有机会来港, 多赐教益, 则幸甚矣。

We will be much favoured if your representative has the opportunity to come to Hong Kong and give us his instructions.

5. 贵代表×××先生在港期间, 我公司诸蒙协助, 甚为感激, 特致谢意。

We are very much obliged for your representative Mr. × × ×'s assistance to our company during his stay in Hong Kong.

6. 贵行何时再派代表来港访问, 望事先来函通知, 敝自当准备欢迎。

Kindly let us know in advance by letter when you will send another representative to Hong Kong so that we shall be ready to meet your representative.

7. 欣悉贵行代表×××先生访问香港后, 已于6月13日平安回国为慰。深信×××先生此行, 对于扩大贵我双方交易, 定能收到良好效果。

We are relieved to learn that Mr. × × × returned home safe and sound on June 13 after his visit to Hong Kong. We believe Mr. × × ×'s visit will surely take good effect on the expansion of the trade between both of our companies.

8. 此次, 贵行代表×××先生来香港访问, 对于促进双方互相了解, 颇为有益。

Your representative Mr. × × ×'s visit to Hong Kong this time has been most rewarding to the promotion of the mutual understanding

between both parties.

9. 希望今后贵我间业务有更进一步发展。

We expect the businesses between both of our companies will be further developed in future.

10. 我公司自当尽力与贵行密切合作, 为扩大双方交易而共同努力。

Our company should cooperate closely with your firm as best as possible and make joint efforts to expand the trade between both parties.

11. 据闻 贵行×××先生欲访问新加坡, 并拟来我公司商谈今后业务关系, 但由于目前正值年终, 故我方现在尚无具体需要进行交易, 拟请×××先生暂缓来新加坡访问。

It is said that Mr. × × × of your company is to visit Singapore and he will come to our company for the discussion of our future business relation. However, we are sorry to ask Mr. × × × to defer his visit to Singapore for, at the end of the year, we have nothing specifically required to transact.

12. 一俟下年度开始用货部门提出需要时, 再来新加坡, 则可成交大宗交易。

As soon as the following year begins the users will raise their demands. Please come to Singapore then and we will certainly conclude transactions of large quantities of goods.

通 知
INFORMATION



文 例 4

我公司为扩展业务,定于 1980 年 2 月 1 日迁入永安路 100 号办公,电话 288704 号,以后一切来往函电,请迳寄该处(电报挂号仍按原号),特此函达,希洽照为荷。

EXAMPLE 4

Please be informed that our company is to remove to 100 Wing On Road with the telephone No.288704 on Feb.1. 1980 for the purpose of expanding our business. Please address all your letters and cables (using the same cable address) directly to the premises from then on.

Thank you for your kind attention.

文 例 5

为进一步发展对外贸易起见,本公司自 1980 年 1 月 20 日起与永利进出口公司业务合并,沿用“永利进出口公司香港分公司”名义,

除仍经营药材外,并经营木材、工业原料及各种香料油类等业务,尚请源源赐顾,加强联系,紧密合作。谨将合并后的地址、电报挂号、电话号码等奉告如下:

地 址: 山东街×××号

电报挂号: WLEICO HONGKONG

此 致

EXAMPLE 5

In order to further develop our foreign trade, our company is to amalgamate with Wing Lee Import & Export Co. from January 20, 1980. The new company will trade in the name of "Wing Lee Import & Export Co. Hongkong Branch" in businesses such as timber, industrial raw materials and various spicing oils in addition to medicinal materials.

We look forward to your steady patronage and hope that we will strengthen our relation and cooperate closely.

We should like to inform you of the address, cable address and telephone number of the amalgamated company as follows:

Address : No. × × × Shangtung Street

Cable Address: WLEICO HONGKONG

Yours faithfully,

【句 例】

1. 敝公司订于 1980 年 8 月 1 日起迁入新址,照常营业。

Our company is to remove to the new address and carry on business there from August 1, 1980.

2. 本公司已于 9 月 29 日自上海街 × × × 号迁移至山东街 × × × 号。

Our company already removed from No. × × × Shanghai Street to No. × × × Shangtung Street on Sept. 29.

3. 今后有事联系,谨函寄新址。

Kindly address your letters directly to our new premises if you have anything to contact us from now on.

4. 今后所有函电,请寄交我进口部。

Please address all your future letters and cables to our Import Department.

5. 今后凡致我进口部联系业务函件,在信封上请务必注明“进口部”字样为盼。

Kindly be sure to mark the words "Import Department" on the envelopes of your future letters to our Import Department for business connections.

6. 电话总机 4 / 231 号,后转接各部。电报挂号沿用“4848”或“STILLON”,邮箱 1492 号。

Telephone Exchange No. 4/231 for the extension to every Department; Cable Address is still 4848 or "STILLON"; P.O.Box No.1492.

7. 复文时请注明我方文号。

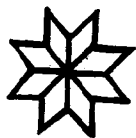
Please quote our reference number in your reply.

8. 为便利贵我双方之业务联系起见,请贵公司今后向我公司复送函电时,务必注明我公司之函电编号。

Kindly be sure to quote the reference number of our letter or cable in your reply by letter or cable to our company so as to facilitate the business relation between both of our companies.

介绍·邀请

INTRODUCTION AND INVITATION



文 例 6

敬启者：查我国政府颁布之“输出商品检验暂行标准”，现经贸易部编订成书，为我国经营进出口贸易业务者之必备，兹特购赠一册，交邮寄奉，以供参考，希查收见复为荷。

此 致

EXAMPLE 6

I have the honour to inform you that it is ascertained that "The Provisional Standards for the Inspection of Import and Export Commodities" issued by the Government of our country has been compiled into a book by the Trade Ministry. It is a necessity to those in our country who trade in imports and exports. Now we have bought one for you and are sending it to you by mail for your reference. Kindly acknowledge the receipt.

Yours faithfully,

文 例 7

贵会社 3 月 1 日来函并附“日本产机械总览”一书, 均经收到, 谢谢。本公司已将该书妥予保存备查, 将来如有用户合需时, 当与贵会社联系。特此复希洽照为荷。

此 致

EXAMPLE 7

We acknowledge with thanks the receipt of your letter dated March 1 together with one copy of "The General List of the Japan-made Machinery" enclosed. Our company has kept it well for future reference. If it is appropriate to the demands of users in future, we shall get in touch with your company.

Thank you for your kind attention to this reply.

Yours faithfully,

【句 例】

1. 承惠寄 1980 年月历一份已经收到, 特此函谢。

We acknowledge with thanks by this letter the receipt of the 1980 monthly calendar favoured by you.

2. 以上仪器需用客户不止一家, 说明书请多寄几份, 以便分发和介绍。

The above-mentioned instruments are required by more than one customer. Kindly send us more instruction books for our distribute