



“十二五”职业教育国家规划教材
新世纪高职高专商务英语专业系列规划教材

Century Business English

世纪商务英语—函电与单证

(第六版)

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大连理工大学出版社
DALIAN UNIVERSITY OF TECHNOLOGY PRESS

Unit 4 Terms of Payment 支付方式

Background

Terms of payment are one of the key factors in negotiation. The risks borne by both parties are different with different terms of payment. Sellers are not sure that payment can be obtained and likewise, buyers are not sure that goods can be received in good condition. So both sellers and buyers have intention to adopt a favorable payment.

Basically there are five modes of payment in international trade: remittance, collection, factoring, forfeiting and letter of credit.

Remittance is often adopted to pay for small orders from old customers, commission, samples, deposits and so on. Payment is sometimes made by collection through the bank under the terms of Documents against Payment (D/P) or Documents against Acceptance (D/A). Factoring is a complete financial package that combines working capital financing, credit risk protection, accounts receivable bookkeeping and collection services. Under forfeiting service the bank purchases without recourse from the exporter the accepted usance draft so as to provide finance to the exporter. L/C is a reliable and safe method of payment for both buyers and sellers.

Unit 4 Terms of Payment 支付方式

Background

It is the buyers' responsibility to open the relative L/C within the time stated in Sales Contract. If buyers do not establish the L/C or the L/C does not reach sellers in time, sellers must write to urge establishment of the L/C or contact buyers for it. Sellers should take care in scrutinizing the credit to see if all the terms and conditions in the credit can be complied with. If not, amendments should be made well in advance of shipment. Otherwise, the sellers may run the risk of not being paid.

Unit 4 Terms of Payment 支付方式

Writing Points of Asking for Payment

Opening: referring to the relative order or contract.

Body:

- a. putting forward the favorable payment terms;
- b. stating the reasons.

Closing: expecting acceptance.

Unit 4 Terms of Payment 支付方式

Writing Points of Replies

Replies to these letters generally include two kinds:

1. Agree to the requirements:

Opening: receiving the letter.

Body:

- a. accepting the payment terms;
- b. stating the reasons of acceptance.

Closing: expecting the cooperation or a favorable reply.

2. Disagree to the requirements

Opening: receiving the letter.

Body:

- a. expressing refusal and stating the reasons;
- b. providing suggestions of new payment terms or insisting on previous terms.

Closing: hoping to cooperate in the future.

Unit 4 Terms of Payment 支付方式

Writing Points of Urging Establishment of an L/C

Opening: referring to the goods, relative order or contract.

- Body:**
- a. complaining about non-receipt of the L/C;
 - b. asking for opening the L/C;
 - c. inviting attention to the matter.

Closing: expecting to receive the L/C at an early time.

Unit 4 Terms of Payment 支付方式

Writing Points of Amendment to an L/C

Opening: referring to the relative L/C.

Body:

- a. pointing out the discrepancy;
- b. asking for amendment to the L/C.

Closing: expecting an early amendment.

Lesson 10 D/A and D/P 承兑交单及付款交单

Specimen 1 Asking for D/A Payment Terms

Macdonald & Evans Co., Ltd.
58 Lawton Street, New York, U.S.A.

June 10, 2021

China Win-Way Trading Co., Ltd.
No.40, Qianjin Street, Baiyun District,
Guangzhou, Guangdong,
China, 510000

Dear Mr. Wu,

Re: Ladies'embroidered slippers

Thank you for your letter of June 7, in which we have concluded a transaction of 2,000 pairs of ladies' embroidered slippers. But to our regret, you still ask for payment by irrevocable L/C as a rule.

D/A and D/P 承兑交单及付款交单

Specimen 1 Asking for D/A Payment Terms

Payment by irrevocable L/C is rather inconvenient to a customer like us who places medium-sized orders. It will add to our cost and undoubtedly tie up our liquid funds for three or four months. This may cause delay in execution of the contract.

In view of our business relationships and the small amount involved in this transaction, we hope you will extend us easier payment terms as an exception, i.e. payment by D/A. Your accommodation would be conducive to future business and facilitate us promoting your products in our markets.

We shall highly appreciate your kindness in consideration of the above request and giving us a favorable reply.

Yours truly,
Michael Evans
Michael Evans
Manager

Tips: As to the form of L/C, please turn to Lesson 1 in Documentpart.

D/A and D/P 承兑交单及付款交单

Specimen 2 Declining D/A Terms and Proposing to Pay by D/P

China Win-Way Trading Co., Ltd.
No.40 , Qianjin Street , Baiyun District ,
Guangzhou, Guangdong,
China, 510000

June 15, 2021

Macdonald & Evans Co., Ltd.
58 Lawton Street, New York, U.S.A.

Dear Mr. Evans,
Re: Ladies' embroidered slippers

We receive your letter dated June 10 about 2,000 pairs of ladies' embroidered slippers, asking for D/A terms. We are so regretful to inform you that we are unable to accept your request, which is not our **usual practice**, as this will also tie up our funds.

D/A and D/P 承兑交单及付款交单

Specimen 2 Declining D/A Terms and Proposing to Pay by D/P

We generally do business with clients on the basis of sight L/C, as L/C terms give us guarantee. However, in consideration of our future business we are prepared to extend you **D/P at sight** so as to ensure timely collection of the **proceeds**. We believe you can understand us fully. A **sight draft** will be drawn on you through Bank of China, Guangzhou Branch in due time.

It is necessary for us to make it clear that this concession is only for your convenience to push sales of our new products, which should in no case be taken as a precedent.

Yours truly,

Wu Gang

Wu Gang

Manager

Tips: As to the form of sight draft, please turn to Lesson 3 in Document part.

D/A and D/P 承兑交单及付款交单

Tags

irrevocable L/C

不可撤销信用证

liquid funds

流动资金

easier payment terms

宽松的付款方式

usual practice

惯例

sight L/C

即期信用证

D/P at sight

即期付款交单

proceeds

所得,收入

sight draft

即期汇票

Arm Yourself

1 payment n. 支付、付款

相关短语: deferred payment 延期付款

cash payment 现金付款

down payment 付款定金

full payment 全额付款

payment terms /terms of payment 支付条款

表达付款方式的句子有: The terms of payment are by...

The payment is to be made by...

The mode of payment is by...

句式: in payment of (money of invoice, expenses and commission) 用以支付

in payment for (money of some specific things) 用以支付

e.g. 随函附上一张5,000 美元的支票, 支付123 号发票。

We enclose a cheque for US\$ 5,000 in payment of the invoice No. 123.

我方寄去一张5,000 美元的支票, 支付订购的椅子。

We send a cheque for US\$5,000 in payment for the chairs we ordered.

v. pay 付款

相关词组: pay in advance 预付

pay by installments 分期付款

pay on delivery 货到付款

pay on account/credit 赊账付款

句式: pay sb./pay for sth./pay sb. for sth./pay sb. sth./pay sth. to sb. for sth.

Arm Yourself

adj. payable 可付的, 应付的

相关词组: the amount payable 应付金额

the notes payable 应付票据

the account payable 应付账款

payable on demand 见票即付

payable to order 应付抬头人

e.g. 货款可以分期支付。

The price of the goods is payable by installments.

用信用证支付, 凭即期汇票付款。

Payment can be made by L/C, payable by draft at sight.

** D/P 和D/A

D/P documents against payment 付款交单

D/A documents against acceptance 承兑交单

D/P at sight 即期付款交单

D/P after sight 远期付款交单

D/P at 30/60/90/120 days after sight 见票后30/60/90/120 天付款交单

D/P at 30/60/90/120 days after date of B/L 提单签发日后30/60/90/120 天付款交单

D/P at a fixed date 在某一具体日期付款交单

** L/C 信用证

L/C (letter of credit) 是国际贸易中最常用的付款方式。全称时，前面的冠词为 a, 缩写时，前面的冠词为 an, 即 a letter of credit, an L/C, 复数形式为 letters of credit, Ls/C。

即期信用证的说法：
L/C available by draft at sight
L/C available by sight draft
L/C payable against draft at sight
L/C payable against sight draft

远期信用证的说法：
L/C available/payable by draft at 30 days after sight/after date of draft
L/C at 30 days after sight/after issued date of B/L
30 days L/C

以30天期信用证为例说明：

L/C at 30 days sight, 30 days L/C, L/C payable by draft at 30 days sight, L/C payable by 30 days draft, etc.

有关信用证的词组：

to open by airmail 信开

to open by cable 电开

信用证类别：

Revocable / Irrevocable L/C 可撤销/不可撤销的信用证

Confirmed / Unconfirmed L/C 保兑的/不保兑的信用证

Transferable/ Untransferable L/C 可转让/不可转让信用证

Revolving L/C 循环信用证

Reciprocal L/C 对开信用证

Back to Back L/C 背对背信用证

Countervailing credit (俗称) 子证

Overriding credit (俗称) 母证

Banker's/ Trade Acceptance L/C 银行承兑/商业承兑信用证

Red Clause L/C 红条款信用证

Anticipatory L/C 预支信用证

Usance credit payment at sight 假远期信用证

Credit with T/T Reimbursement Clause 带有电报索汇条款的信用证

Traveller's L/C (or:circular L/C) 旅行信用证

Uniform Customs and Practice for Documentary Credits 《跟单信用证统一惯例》

2 as a rule 通常

e.g. 通常我们要求商业发票一式四份。

As a rule, we require commercial invoice in quadruplicate.

3 inconvenient adj. 不方便的

adj. convenient 方便的

e.g. 对我们而言，用不可撤销的信用证支付比较方便，我们将向你方银行开出60天期的汇票。

Payment by irrevocable letter of credit is convenient for us, and we shall draw a 60 days' bill on your bank.

4 tie up 占用，挤占

tie up capital/money/wealth 占用资本/金钱/财富

e.g. 她继承的50,000 美元被用来做生意。

The US \$50,000 she inherited is tied up in her business.

5 execution n. (工作、计划) 实行, 完成

e.g. 我们会履行合同的。

We'll make execution of the contract.

他的用意甚佳, 但合同的履行不令人满意。

His intention was good, but the execution of the contract was unsatisfactory.

我们给你方发货, 履行你方789号订单。

We have delivered goods in execution of your order No.789.

v. execute 执行, 实行

相关词组: execute an order 执行订单

execute a plan 实施计划

execute a contract 履行合同

6 contract n. 合同, 合约

e.g. 正如在合同中指出的, 在信用证中不能加入任何未经双方同意的条款。

As pointed out in the contract, you can not put in the L/C any terms not agreed upon by the two parties.

adj. contracted 已定约的, 合同的

e.g. 请保证合同上的货物装运时状况良好。

Please assure us that the contracted goods are in good condition when shipped.

由于开立信用证延误了, 不能按合同装运。

Owing to the delay in opening the L/C, shipment cannot be made as contracted.

7 involve v. 牵涉, 涉及

句式: involve sb. in 使某人陷入.....

be/become/get involved in sth./with sb. 与某事/某人有关联

e.g. 我们不想给你方带来任何不必要的麻烦和费用。

We don't want to involve you in any unnecessary trouble and expenses.

n. involvement 连累, 包含

e.g. 卷入纠纷, 很难处理。

It's difficult to deal with involvement in trouble.

8 accommodation n. 照顾，通融

extend accommodation to sb.

e.g. 作为特别通融，对于此订单，我们拟接受30天期信用证付款。

As a special accommodation, we are prepared to accept payment by 30 days L/C for this order.

感谢你方在这笔交易所给予的通融。

Thank you for the accommodation you have extended us in this transaction.

v. accommodate 照顾，通融，提供，使适应

e.g. 我们这样做是为了照顾你方客户。

We did this to accommodate your buyers.

adj. accommodating 乐于助人的，通融的，随和的，善于适应新环境的

9 be conducive to (正式用语) 有助于.....的

e.g. 在过去的半年里你的努力会有助于你成功的。

Your hard work in the past half year will be conducive to full success.

v. conduce 有助于, 导致, 帮助产生

用法: conduce to/towards sth.

e.g. 订单不一定会给人带来利润。

Order does not always conduce to profit.

10 facilitate v. 使容易，使便利，减轻.....的困难

e.g. 你方适当的包装为我方海运提供了极大的便利。

Your proper packing has greatly facilitated our shipping by sea.

n. facility 灵巧，熟练；便利的工具或设备

facilities for study 研究设备

facilities for travel 便利旅行的工具

sports facilities 运动设备

11 in consideration of 考虑, 顾及

take sth. into consideration 考虑到某事

leave sth. out of consideration 对某事未加考虑

e.g. 如果把产品的质量考虑在内, 承兑交单是可接受的。

If you take the quality of our products into consideration, D/A terms are acceptable to you.

v. consider 考虑, 顾及

e.g. 综合考虑, 我方打算接受你方付款条件。

All things considered, we are prepare to accept your payment terms.

prep. considering 鉴于, 就.....而言

e.g. 鉴于我们长期友好的关系, 我方给你通融。

We afford you this accommodation considering our long friendly relations.

12 decline v. 婉谢, 谢绝; 下降

e.g. 自由市场上美元下跌。

The dollar is declining in the free market.

市场行情下跌,你方的报价行不通。

The market is declining and your offer is unworkable.

有消息表明,美元的价值受到金融市场的影响而下跌。

Sources indicate that the value of the dollar declined because of the influence of the financial market.

由于市场需求下降,这家公司的生意每况愈下。

The company had gone into a decline because of falling demand.

13 propose v. 建议，提议

propose sth.

propose doing sth.

propose that sb. (should)do sth.

e.g. 我建议你方尽快发运货物。

We propose that you should dispatch the goods as soon as possible.

14 on the basis of 在.....基础上，以.....为基础

similar expression: on...basis

e.g. 我方确认已在FOB 基础上达成交易。

We confirm that we have concluded the business on the basis of FOB.

on the basis of sight L/C 以即期信用证方式

v. base 以.....作基础，基于

句式: base on/be based on

15 ensure v. 确定，保证；保证得到，获得

e.g. 我们会尽一切可能确保信用证的开立和送达你方。

We'll try our best to ensure the establishment of L/C and the delivery of it.

早点寄出你的包裹以便保证它能及时寄到。

Mail your package early so as to ensure its timely arrival.

16 draw v. 写，开立

draw a bill/a cheque/an order 开票据/支票/汇票

句式：draw up 草拟，制定

e.g. 我会向你开出费用清单的。

I shall draw up a list of charges for you.

n. drawer 出票人

n. drawee 受票人，付款人

17 in no case 无论如何都不

e.g. 价格无论如何都不会提高10%。

The price should, in no case, be raised up by 10%.

In no case...(放在句首，句子倒装)

e.g. 无论如何我们都不会接受你方的还盘。

In no case will we accept your counter-offer.

18 take sth. as a precedent 将某事当作先例

e.g. 我们在这方面的通融决不能为以后的交易开创先例。

Our accommodation in this respect should not be taken as a precedent for future transactions.

如何与客户商讨付款方式

在国际贸易中，付款方式应该是针对客户公司的规模、客户所在市场、与客户合作的不同阶段和具体合同金额来制定的。在目前的经济背景下，不管买方还是卖方都是以“现金为王”的。由于双方都坚持使用对自己有利的付款方式，而可能使好不容易争取到的外贸订单毁于一旦。如何让对方同意自己的付款方式，让双方互利互惠呢？最重要的是，与客户进行协商，要秉着诚信的态度。如果订单金额不大，一般可要求买方用T/T方式支付。如果订单金额较大或对方是新客户，双方可协商用信用证或其他方式支付，也可以考虑以多种方式付款，如用T/T预付30%的定金，70%的余款可用见提单复印件付款、用sight L/C(即期信用证)或D/P at sight（即期付款交单）支付。

Make Yourself Skilled

I. Basic Training

1. Match the Chinese versions with the English expressions.

remittance

collection

documents against payment

sight draft

confirmed letter of credit

D/A

即期汇票

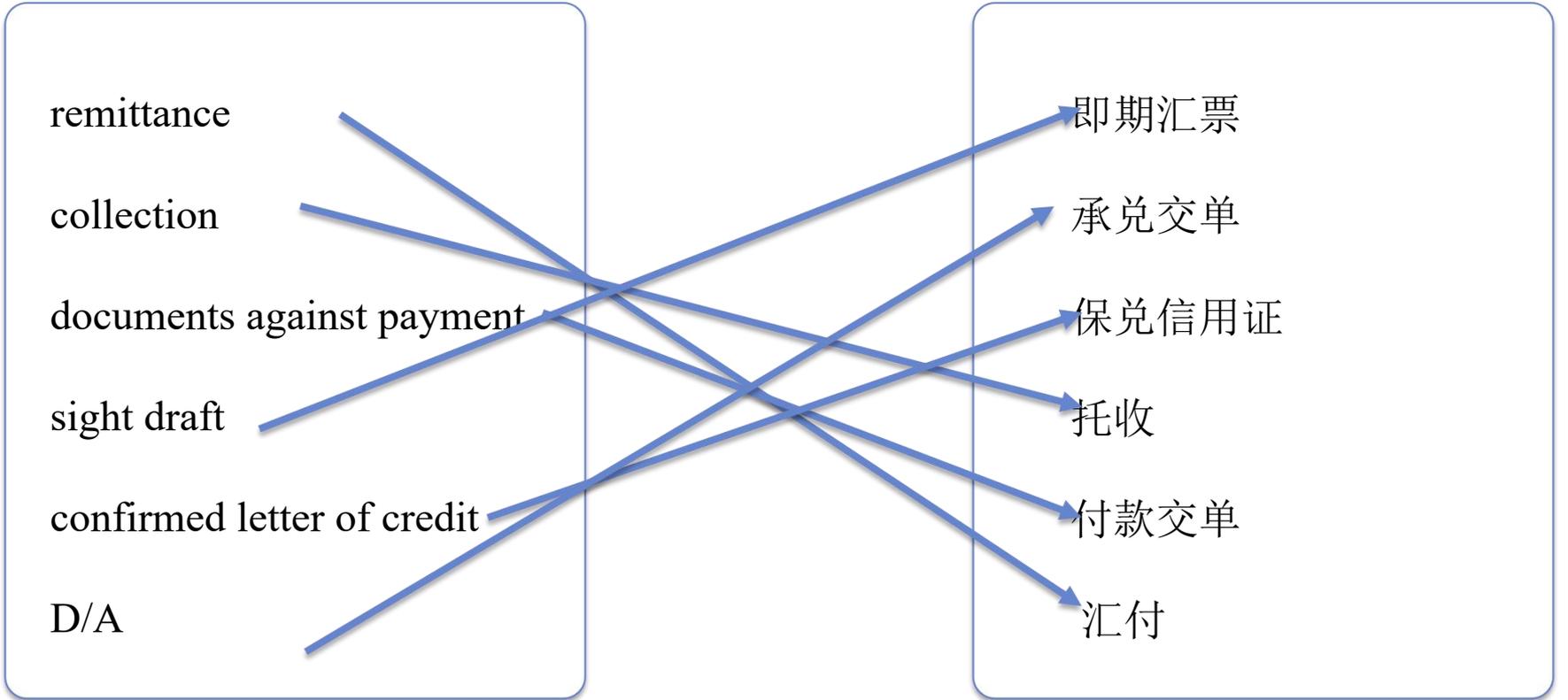
承兑交单

保兑信用证

托收

付款交单

汇付



Make Yourself Skilled

I. Basic Training

2. Choose the best answer for each sentence.

(1) We have _____ a 30 days' draft for the amount of the invoice.

A. written to you

B. called on you

C. sent to you by air

D. drawn on you

(2) You may be assured that we'll _____ the order duly.

A. execute in

B. execute on

C. do execution of

D. make execution of

(3) We have drawn a draft on you _____ \$2,000 _____ the underlined commodities.

A. for, on

B. for, against

C. on, against

D. on, for

(4) As we must adhere to our customary practice, we cannot extend you a special _____.

A. accommodate

B. unaccommodating

C. accommodating

D. accommodation

(5) We hope that this transaction will _____ successfully.

A. be concluding

B. be concluded

C. be effecting

D. be effected

Make Yourself Skilled

II. Improving Training

1. Fill in the blanks with the following words or expressions.

sight draft

tied up

on the basis of

L/C

in consideration of

- (1) The L/C is a reliable and safe method of payment for imports and exports.
- (2) in consideration of our good relationship, we exceptionally accept D/P at sight.
- (3) We usually accept payment by L/C at sight draft.
- (4) He put his capital into real estate, which tied up his liquid funds.
- (5) Mr. White refuses to do business on the basis of D/A terms.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(1) 通常我们要求payment by irrevocable L/C。 (as a rule)

As a rule, we require payment by irrevocable L/C

(2) 相信你方会给予通融, which will help us to push the sales of your products。
(accommodation)

We believe that you will extend us an accommodation, which will help us to push the sales of your products.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(3) 如果涉及的金额不到 20,000 美元, we agree to D/P terms proposed by you.
(involve)

If the amount of each transaction involved is less than USD20,000, we agree to D/P terms proposed by you.

(4) We accept your payment by sight draft, 下不为例。 (take sth. as a precedent)

We accept your payment by sight draft, which will not be taken as a precedent.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(5) We regret that 我方无论如何也不会接受此种付款方式。 (in no case)

We regret that we will in no case accept the payment terms.

III. Comprehensive Training

D/A and D/P 承兑交单和付款交单

Objectives of Training 实训目的

Through training, students learn how to write a letter asking for the favorable payment terms as an exporter.

通过实训，学生们学习作为出口商应如何写信要求对自己有利的付款方式。

Training Background 实训背景

The following is an email about the request to change the payment terms. Please write a reply according to the content of the email to inform that you cannot accept the payment terms proposed by the customer and suggest your new payment terms.

以下是一封关于请求更改付款条件的邮件，请根据邮件内容写一封回复函，告知无法接受客户提出的付款方式，并提出你方的新付款方式。Dear Mr. Lin,

III. Comprehensive Training

Thank you for your new quotation and samples of DY757. We are satisfied with your samples. But we were surprised to learn that you still require T/T before shipment.

In the past few years, we have been using T/T for transactions. We must pay before we receive your goods, and we can't receive the customer's payment until 30~45 days later. Our money will be frozen for at least three months! Given the current high interest rates, this has become very difficult for us.

If you allow us to pay by 30 days D/A, you will receive more orders from us. I am looking forward to your good news.

Good luck!

Bryce

Make Yourself Skilled

III. Comprehensive Training

尊敬的林先生：

感谢您关于 DY757 的新报价和样品。我方对您的样品表示满意，但我们惊讶地得知你们仍然要求在装船前电汇。

在过去的几年里，我们一直采用电汇方式进行交易。我们必须在收到您的货物之前付款，并在30~45 天后才能收到客户的付款。我们的钱至少要被冻结3 个月!鉴于目前的高利率，这对我们来说变得非常困难。

如果你们能接受30天承兑交单，将会收到我们更多的订单。希望听到您的好消息。

祝好！

布莱斯

III. Comprehensive Training

Training Requirement 实训要求

Write the letter according to the training background. The format requirement: from the salutation to the complementary closing.

根据实训背景写信。格式要求：从称呼语开始写，至结束敬语。

Training Guidelines 实训指南

1. Writing Steps 写作步骤

Writing Points of Disagree to the Requirements of Payment 不同意支付要求的写作要点

Opening: receiving the letter.

Body: a. expressing refusal and stating the reasons;

b. providing suggestions of new payment terms or insisting on previous terms.

Closing: hoping to cooperate in the future.

III. Comprehensive Training

开头：收到来信。

正文：

1. 表示拒绝并说明原因；
2. 建议新的付款方式或坚持以前的付款方式。

结尾：表明希望将来能够合作。

Make Yourself Skilled

III. Comprehensive Training

2. Reference Words and Sentence Patterns 参考词汇及句式

(1) We are so regretful to inform you that we are unable to accept your request.

我方很遗憾地告知您，我们不能接受您的请求。

(2) We generally do business with clients on the basis of ×× payment terms.

我们通常与客户合作的支付方式是××。

(3) in consideration of our future business 考虑到我们今后的业务

(4) We are prepared to extend you ×× payment terms. 我们打算给予你方××的支付方式。

(5) ensure timely collection of the proceeds 确保及时收汇

(6) It is necessary for us to make it clear that... 我们有必要澄清的是.....

(7) this concession is only for... 让步仅仅是为了.....

(8) push sales of 促销

Reference 参考答案

Dear Pierre,

We've received your letter asking for D/A at 30 days' sight. We are so regretful to inform you that we are unable to accept your request, which is not our usual practice, as this will also tie up our funds.

We generally do business with clients on the basis of T/T before shipment, as T/T terms is flexible and it helps us avoid a lot of risks in collection of the proceeds. However, in consideration of our future business, we are prepared to extend you D/P at sight. We believe you can understand us fully. A sight draft will be drawn on you through Bank of China, Guangzhou Branch in due time.

Reference 参考答案

We want to make it clear that this concession is only for your convenience to push sales of our new products, and we hope it will result in more orders from you.

Yours faithfully,

Lin Da

Supplementary Reading

1. Declining Payment by D/A

Dear Sirs,

We have received your letter of December 20 and note with interest your intention of pushing the sale of our automobiles in your country.

Although we are much appreciative of your effort to help sell our automobiles, we regret being unable to consider your request for payment by D/A at 60 days sight. Our usual practice is to ask for sight L/C.

However, in order to facilitate expanding the sale of automobiles in your market, we are prepared to accept payment by D/P at sight as a special accommodation.

We hope that the above payment terms will be acceptable to you and look forward to the pleasure of hearing from you soon.

Yours faithfully,

xxx

Manager

Supplementary Reading

2. Proposing Payment by T/T and D/P

2. Proposing Payment by T/T and D/P

Dear Sirs,

We are glad to know that you are satisfied with our competitive price. We have often worked with our customers based on two terms of payment:

1. 100% T/T in advance;
2. 100% L/C at sight.

Since you would not use the L/C payment and insist on D/P payment, it would be unwise for either of us to stick to our own attitude. Why don't we make some concessions to each other? We suggest the following way for your reference: 30% by T/T in advance, 70% balance by D/P at sight.

Although we have confidence in your integrity and ability, we wish to reiterate that we regret being unable to accept your D/P terms especially for the first business. Maybe after several smooth and satisfactory transactions, we can consider other easier terms.

Waiting for your kind comments.

Yours faithfully,

xxx

Lesson 11 Urging Establishment of the L/C 催促开立信用证

Specimen 1 Pressing for Opening the L/C

China Win-Way Trading Co., Ltd.
No.40 , Qianjin Street , Baiyun District ,
Guangzhou, Guangdong,
China, 510000

May 15, 2021

PT Jakarta International Spices Tbk
Raya Kelapa Gading No 16, Jakarta Utara,
DKI Jakarta, Indonesia

Dear Mr. Handayani,

Re: S/C No. 354

With reference to the **correspondences** exchanged between us recently, we have finalized the business on the basis of CIF. *Needless to say*, as a buyer, you *are responsible for applying for* an L/C, but much to our disappointment we have not had any news from you though we sent you an email two weeks ago *pressing* you for *opening*.

Urging Establishment of the L/C 催促开立信用证

Specimen 1 Pressing for Opening the L/C

As contracted, the relative L/C covering the above S/C should have reached us before the end of last week. As the date of delivery is only one month and half away, we recommend that you open the L/C without delay. Extra charges and any losses caused by delay in arrival of the L/C will be for your account.

Please open your L/C immediately and let us have your reply by return. Your prompt attention to this matter will be appreciated.

Yours faithfully,

Li Wen

Li Wen

Manager

Urging Establishment of the L/C 催促开立信用证

Specimen 2 Advising the Opening of the L/C

May 22, 2021

Dear Mr. Li,

Re: S/C No. 354

Referring to your letter of May 15, we hereby draw your attention to the fact that application has been made to the Bank of China, Jakarta for the establishment of an irrevocable L/C *in your favor* covering garlic, valid until August 1, *for the amount of* USD 96,226.20. The following documents are required:

1. **Commercial invoice** in triplicate
2. One copy of **insurance policy**
3. A set of **clean shipped B/L**
4. **Packing list** in duplicate

Urging Establishment of the L/C 催促开立信用证

Specimen 2 A Reply to the Above

5. Certificate of origin
6. Certificate of quantity
7. Certificate of analysis
8. Health Certificate
9. phytosanitary Certificate

The above mentioned goods are in great need now, and any delay in shipment will result in benefit losses. We shall be obliged if you could respond to us immediately. We await your prompt shipment.

Yours faithfully,

Naniek Utami Handayani

Manager

Urging Establishment of the L/C 催促开立信用证

Tags

correspondence

函件

commercial invoice

商业发票

insurance policy

保险单

clean shipped B/L

清洁的已装船提单

packing list

装箱单

Certificate of origin

原产地证

Certificate of quantity

数量证书

Certificate of analysis

产品分析报告

Health Certificate

健康证

phytosanitary Certificate

植物检疫证书

1 urge v. 催促, 驱使

e.g. 我们写信敦促你方早日接受我方的报盘。

We write this letter to urge you to accept our offer at an early date.

2 needless to say (插入语) 不用说

e.g. 不用说，在规定的期限内开立金额为3400 美元的信用证迫在眉睫。

Needless to say, it is urgent to open an L/C for the amount of \$3400 within the fixed period.

3 be responsible for 对.....承担责任

e.g. 在建立合资企业过程中，我方将负责一切设备采购事宜。

In building up the joint venture, our party will be responsible for the purchases of all the equipment.

由于你方已投保破损险，保险公司会对损失负责。

The insurance company is responsible for the damages since you have covered the risk of breakage.

4 apply to...for... 向.....申请.....

apply to the Consul for a visa 向领事申请签证

apply for opening an L/C 申请开立信用证

e.g. 已于6月20日向纽约美国大通银行申请开立相关信用证。

The application for the relative L/C has been made with the Chase Manhattan Bank, New York on June 20.

application form 申请表

5 press v. 敦促, 催促

句式: press sb. for sth.或者press sb. to do sth.

press sth. on/upon sb. 坚持要某人接受某事物

e.g. 他们催促在7天之内开立即期信用证。

They are pressing for opening an L/C at sight within 7 days.

6 open v. 开立

开证的表达: open/issue/establish an L/C

e.g. 请尽快开立1,000 吨的花生仁信用证以便我方按照合同时间安排装运。

Please open the L/C for 1,000m/t of groundnuts as soon as possible so that we can arrange shipment as contracted.

adj. open 有效的

e.g. 此报盘有效期为7 天。

The offer is open for 7days.

Arm Yourself

- 7 for one's account 在.....帐上, 费用由.....承担
on account of 由于
in account with 与.....有生意往来
on one's own account 为了某人, 自担风险, 自负盈亏
take sth. into account 把.....考虑在内
take account of sth. 对某事物加以考虑/注意
close/open/settle an account 结束/开立/结清账户
debit one's account with ... bank 从..... (银行) 借记
income account 收入账户
budget account 预算账户
current account/savings account 活期存款
saving/deposit account 储蓄存款
private account 私人账户
on account 赊账
account receivable 应收账款
account payable 应付账款
e.g. 我们达成交易, 给予2%佣金, 由我方支付。
We closed this business with a 2% commission for our own account.

Arm Yourself

如果你方负担额外的保险费，我方可为易碎货物投保附加险。

We shall insure the fragile goods against special risks on the condition that extra premium is for your account.

我们已在伦敦渣打银行开立了账户。

We have opened an account with Chartered Bank, London.

船运公司同意运货，费用由你方负担。

The shipping company agreed to ship the goods for your account.

v. account (for) 解释，说明

n. accountant 会计师，会计

Certified public accountant/chartered accountant 注册会计师

n. accounting 会计学

adj. accountable 应做解释的，应负责的

be accountable to sb. /for sth. 向某人/就某事负责或做出解释

8 by return 立即

e.g. 如蒙立即回复确认付款方式，不胜感激。

We will appreciate it if you reply to confirm the payment terms by return.

9 in your favor 以某人为抬头，以某人为受益人

enjoy favor受欢迎

e.g. 我方通常要求以我方为受益人的保兑的、不可撤销的即期信用证支付，在装运前一个月到达我方。

We usually require the terms of payment by confirmed, irrevocable L/C payable by draft at sight in our favor, reaching us one month ahead of shipment.

vt. favor 给予，赐予

favor sb. with sth. 给予某人某物

favoring yourselves 以你本人为受益人

e.g. 若你方能给予较宽容的支付方式，我方将大量订货。

Should you favor us with easier payment terms, we shall order in large quantities.

10 for the amount of 金额为.....

e.g. 我方已经催促通过中国招商银行开立金额为20,000 日元的第TZ-23 号信用证。

We have pressed for opening L/C No.TZ-23 for the amount of JPY 20,000 through China Merchants Bank.

maximum/minimum amount 最大/最小数量

11 in great need 急需

句式: (sb.) in urgent/bad need of sth.; (sth) be in great/urgent/bad need

e.g. 如先前的信函中告知你方那样, 顾客正急需合同提到的电脑。

As you have been informed in one of our previous letters, customers are now in great need of the computers mentioned in the contract.

Arm Yourself

12 await v. 等候, 等待

e.g. 我方等待你方确认。

We await your confirmation.

Or: We wait for your confirmation.

一、信用证使用前的注意事项

① 慎重选择贸易伙伴

在寻找贸易伙伴和贸易机会时，应尽可能通过正式途径(如参加广交会和实地考察等)来接触和了解客户，不要与资信不明或资信不好的客户做生意。在签订合同前，应设法委托有关咨询机构对客户进行资信调查，以便心中有数，做出正确的选择，以免选错贸易伙伴，自食苦果。

② 预先在买卖合同中明确信用证的内容

买卖合同是信用证的基础，出口商日后收到的信用证的内容可预先在买卖合同里做出明确规定。

③ 慎重安排信用证的开立方式及条件

在信用证交易中，卖方必须严格按照信用证规定的条件装船交单，才能取得款项。因此，卖方在订立买卖合同时，对于有关信用证的开立方式及其条件，必须做出慎重的安排与选择，尽可能做到按自己满意的方式来安排信用证的开立，并对所接受的信用证条件都有绝对的把握履行，对于没有把握履行的条件不要订立或要求修改。

④ 认真审查信用证

出口方及银行均需对信用证进行认真审查，审查范围及内容主要有两个方面：首先，核对信用证的内容与买卖合同是否一致。若发现有出入的内容或无法执行的条款必须迅速要求进口商改证，而且只有收到开证行的改证通知书后方能装运货物，万不可轻信客户的允诺；其次，审查信用证的可靠性，如信用证的真伪、开证行的信用、信用证的种类以及信用证是否生效等。

二、信用证上的总额计算是 $1,963.80 \times 0.98 \times 50 = 96,226.20$

Make Yourself Skilled

I. Basic Training

1. Match the Chinese versions with the English expressions.

correspondence

extra charges

commercial invoice

clean shipped B/L

packing list

insurance policy

装箱单

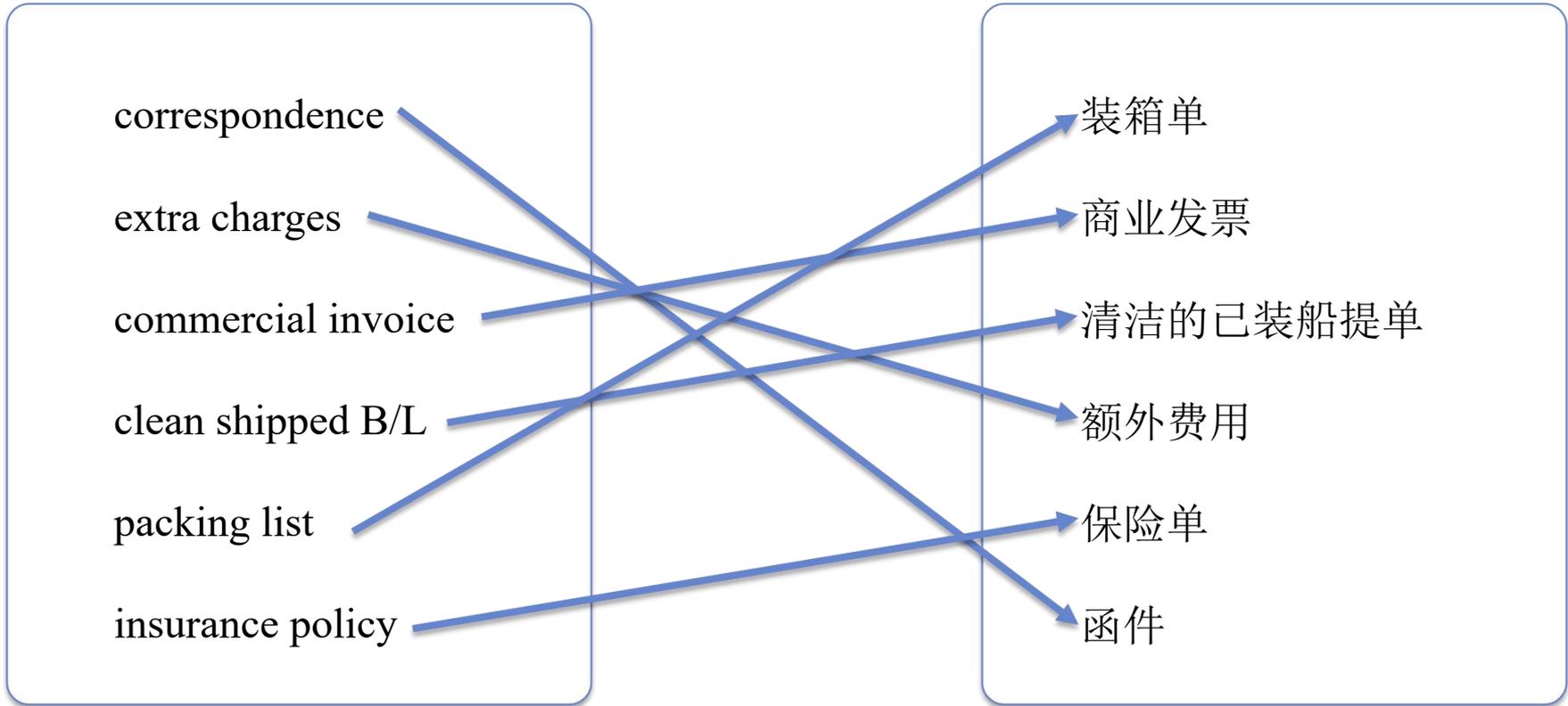
商业发票

清洁的已装船提单

额外费用

保险单

函件



Make Yourself Skilled

I. Basic Training

2. Choose the best answer for each sentence.

(1) The application _____ the L/C covering the following goods to the amount of US \$1,200 has been made _____ the Citibank.

A. for, on

B. of, against

C. of, to

D. for, to

(2) The L/C is valid _____ March.

A. for

B. to

C. until

D. by

(3) The relevant draft has been drawn _____ you _____ Bank of China.

A. for, through

B. to, by

C. on, through

D. by, against

(4) The L/C No.246 has been opened in the _____ of ABC Company.

A. benefit

B. favor

C. honor

D. behalf

(5) The shipment is _____ great need. Please arrange to ship without any delay.

A. from

B. to

C. in

D. of

Make Yourself Skilled

II. Improving Training

1. Fill in the blanks with the following words or expressions.

in your favor

for your account

open an irrevocable L/C

for the amount of

dispatch the shipment

(1) We write this letter, asking you to open an irrevocable L/C for \$50,000 in favor of Star Ltd. to cover a consignment of steel.

(2) We have received your L/C No.4062 issued by ABC Bank for the amount of USD 60,000.

(3) A confirmed irrevocable L/C at sight draft in your favor has been issued by Chase Manhattan Bank, Inc..

(4) The sales season is approaching and your stereo systems are in urgent need. Please dispatch the shipment without delay.

(5) If L/C payment is adopted, extra charges outside the issuing bank will be for your account.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(1) They have been urging us to 开立有关2000 张丝毯的信用证。(open)

They have been urging us to open the relative L/C for 2000 pieces silk carpets.

(2) With the approach of the delivery date, 请你方尽快申请开立以我方为受益人的信用证。(apply for, in one's favor)

With the approach of the delivery date, please apply for establishment of the L/C in our favor as soon as possible.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(3) We invite your attention to the fact that 有关信用证已通过中国银行开出。(open... through)

We invite your attention to the fact that the relative L/C has been established through Bank of China.

(4) 你方必须承担 any loss caused by delay in L/C。(be responsible for)

You must be responsible for any loss caused by delay in L/C.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(5) 他们催促须在5天之内 opening an L/C。 (press for)

They pressed for opening an L/C within 5 days.

III. Letter-writing Practice

敬启者：

兹告售货确认书2567 和2568 号项下货物将于近期备妥。按上述售货确认书规定，货物应在五、六月间装运。两周前我方曾发给你方一份传真，要求你方从速开立有关的信用证。

但我方非常失望，我方迄今尚未收到任何回复。

你方可能记得，我方在前信中提到过有关开证的下列事项：

1. 载明详细内容的信用证应在装运期前一个月到达我方。
2. 开证时，请确保信用证中的规定与我们的合同相符。

装运期临近。我方必须指出，除非你方信用证在本月底前到达我处，否则我方将无法在规定的限期内装运。

III. Comprehensive Training

Urging Establishment of L/C 催促开立信用证

Objectives of Training 实训目的

Through training, students learn how to write a letter urging establishment of L/C as an exporter.

通过实训，学生们学习作为出口商应如何写信催促开立信用证。

Training Background 实训背景

You are the exporter and have signed S/C No. 2567 and No. 2568 with the importer. The goods will be ready in the near future. Shipment is to be effected between May and June according to the above sales confirmation. You sent an email two weeks ago asking the importer to open the relevant L/C as soon as possible, but you have not received any reply from them.

III. Comprehensive Training

Please write a letter to the importer, urging establishment of L/C. The following information should be included:

I. The L/C with full details should reach the exporter one month before the time of shipment, otherwise the exporter won't be able to effect shipment within the stipulated time.

II. The importer should ensure that the stipulations in the L/C are in conformity with the contract.

你是出口商，与进口商达成了第2567 号和第2568 号售货确认书。货物将于近期备妥。按上述售货确认书规定，货物应在五、六月间装运。你方曾于两周前向进口商发送过一封电子邮件，要求对方从速开立有关的信用证，但你方迄今尚未收到任何回复。

请写信催促进口商开立信用证，信的内容应包括：

1. 载明详细内容的信用证应在装运期前一个月到达，否则你方将无法在规定的限期内装运。

2. 开证时，进口商应确保信用证中的规定与合同相符。

III. Comprehensive Training

Training Requirement 实训要求

Write the letter according to the training background. The format requirement: from the salutation to the complementary closing.

根据实训背景写信。格式要求：从称呼语开始写，至结束敬语。

III. Comprehensive Training

Training Guidelines 实训指南

1. Writing Steps 写作步骤

Writing Points of Urging Establishment of an L/C 催开信用证函写作要点

Opening: referring to the relative goods, order or contract.

Body: a. complaining about non-receipt of the L/C;

b. asking for opening the L/C;

c. inviting attention to the matter.

Closing: expecting receiving the L/C at an early time.

III. Comprehensive Training

开头： 谈及有关货物、订单或合同。

正文：

1. 抱怨未收到信用证；
2. 要求开立信用证；
3. 提请对方注意此事。

结尾： 表明希望早日收到信用证。

III. Comprehensive Training

2. Reference Words and Sentence Patterns 参考词汇及句式

(1) with reference to 兹提及

(2) much to our disappointment... 令人遗憾的是.....

(3) We have not had any news from you for opening the L/C. 我方没有收到你方有关开立信用证的消息。

(4) as contracted 按照合同规定

(5) the relative L/C should have reached us before... 相关信用证应当在.....前开抵我方

(6) as the date of delivery is only...away... 由于装运期仅剩.....的时间

(7) Please open your L/C immediately. 请立即开证。

(8) Your prompt attention to this matter will be appreciated. 感谢你方对此事的及时关注。

Dear Sirs,

We inform you that the goods under S/C No. 2576 and 2568 will be ready for shipment recently. The goods should be shipped during May/June as stipulated in S/C. We sent you a fax two weeks ago to urge you to open the relative L/C without any delay.

However, much to our disappointment, we have not received any reply up to the time of writing. You may remember clearly that we identified in our previous letter the following points of L/C:

Reference 参考答案

- 1. The L/C in details should reach us one month earlier than the time of shipment.**
- 2. When opening the L/C, please ensure that the L/C should strictly conform to the stipulation of our contract.**

The time of shipment is drawing near and we have to point out that we shall not in a position to make the shipment in due course unless your L/C reaches us before the end of March.

Yours faithfully,

Supplementary Reading

1. Application Form for Irrevocable Documentary Credit

IRREVOCABLE DOCUMENTARY CREDIT APPLICATION

TO:

DATE:

Credit No.	Date and place of expiry
Applicant (name and address)	Beneficiary(name and address)
Advising Bank	Amount (both in figures and words)
Partial shipment () allowed () not allowed	Credit available with () by negotiation
Transshipment () allowed () not allowed	() by sight payment
Loading on board/dispatch/taking in charge at/ from for transportation to not later than	() by deferred payment at ____ days against the documents detailed herein () and beneficiary's draft for ____% of the invoice value at ____ sight drawn on _____
() FOB () CFR () CIF () or other terms	

Supplementary Reading

1. Application Form for Documentary Credit

Documents required: (marked with ×)

1. () Signed Commercial Invoice in ____ folds indicating L/C No. and Contract No.
2. () Full set (3/3) of clean on board ocean Bills of Lading made out to order and blank endorsed, marked “()freight prepaid / () to collect” notifying _____.
3. () Airway bills notifying “freight () to collect / () prepaid indicating freight amount” and consigned to _____.
4. () Insurance Policy/Certificate in _____ folds for _____ % of the invoice value, showing claims payable in China in the currency of the draft, blank endorsed covering () Ocean Marine Transportation / () Air Transportation / () Overland Transportation () All Risks () War Risks as per _____ clause.
5. () Packing List/Weight Memo in _____ folds indicating quantity/gross and net weight of each package.
6. () Certificate of Origin in _____ folds issued by _____.

Supplementary Reading

1. Application Form for Documentary Credit

7. () Certificate of Quantity/Weight in ____ folds.
8. () Certificate of Quality in ____ folds issued by () manufacturer / () public recognized surveyor / () beneficiary.
9. () Beneficiary's certified copy of telex/fax dispatched to the applicant within _____ hours after shipment advising () name of vessel / () flight No./ () wagon No., date, quantity, weight and value of shipment.
10. () Beneficiary's Certificate certifying that extra copies of documents have been dispatched according to the contract terms.
() Other documents, if any:

Supplementary Reading

1. Application Form for Documentary Credit

Description of goods

Additional instructions

1. () All banking charges outside the issuing bank are for beneficiary's account.
2. () Documents must be presented within ____ days after the date of shipment but within the validity of this credit.
3. () Both quantity and amount ____% more or less are allowed.
4. () Third party as shipper is not acceptable, Short Form/ Blank Back B/L is not acceptable.
5. () All documents must be forwarded in one cover, unless otherwise stated above.
() Other terms, if any:

Supplementary Reading

2. Asking for Opening the L/C (A Relative Letter to Lesson 8 Reading 2)

September 28, 2021

Dear Mr. G.P.Johnson,

With reference to Order No.393 which we have arranged the production, we have not received the covering L/C until now.

In spite of our repeated requests, however, no indication implied you paid close attentions to the matter. Please open the credit with the least possible delay. Otherwise, any losses caused by delay of shipment will be for your account. If your L/C fails to reach us in the early part of October, we will be forced to cancel your order.

We have to draw your attention to the requirement that the stipulations of L/C should be in exact accordance with the terms set forth in our Sales Confirmation when you apply for opening the L/C in order to avoid subsequent amendments.

Your quick reply will be appreciated.

Yours truly,

Wang Lin

Lesson 12 Asking for the Amendment to the L/C 要求修改信用证

Specimen 1 Amendment to the Discrepancies

May 29, 2021

Dear Mr. Handayani,

We refer to 50 metric tons of garlic under our S/C No.354 and regret that there are several points in the L/C No. 447287 not *in conformity with* what are *stipulated* in the contract, therefore, we would like you to *amend* the L/C as follows:

- (1) The amount of your L/C is *insufficient*. The total amount is USD 96,226.20 instead of USD 96,026.20.
- (2) **Transshipment** and **partial shipment** should be allowed.
- (3) The **validity** of the L/C should be 20 days after shipment.

We shall highly appreciate it if you pay prompt attention to this matter and give us response *at the earliest convenience*.

Yours faithfully,

Li Wen

Li Wen

Manager

Asking for the Amendment to the L/C 要求修改信用证

Specimen 2 Partial Shipment and Transshipment are Allowed

October 5, 2021

Dear Mr. Johnson,

Thanks for your L/C No.358125 for the amount of GBP228,000.00 covering 40,000 pieces of women's 100% cotton T-shirts. On perusal, we find that partial shipment and transshipment are prohibited.

We would accept your order on condition that you wouldn't mind the commodity is shipped partially and transshipment is allowed. Direct steamers from here to your port are few and far between and we can hardly get the whole lot ready within a month. So we are reluctant to ask you to amend your L/C to read :“ partial shipment and transshipment are allowed .”

As the **deadline** for shipment will soon be overdue, please make necessary amendments to the L/C without any delay.

Yours truly,

Wang Lin

Wang Lin

Asking for the Amendment to the L/C 要求修改信用证

Tags

transshipment

转船

validity

有效期

partial shipment

分批装运

deadline

最后期限

Arm Yourself

1 in conformity with 与.....相一致，根据

e.g. 欣然告知，我们已按照你方9月3日的来信要求将货物装上红星轮。

We are glad to inform you that we have shipped the goods on board s.s Red Star in accordance with your mail request of September 3.

2 stipulate v. 规定, 约定

n. stipulation 规定

e.g. 信用证规定必须与合同一致。

The stipulations in the L/C should be in accordance with the terms in the contract.

你必须注意信用证中的规定, 你方必须在7月前装运货物。

You must notice the stipulations in the L/C that you should ship the goods before July.

在信用证中有一项规定, 必须在装船后15天内, 寄出单据。

There is a stipulation in the L/C that documents should be sent within 15 days after shipment.

adj. stipulated 规定的

stipulated time of shipment 规定的装运期

3 amend v. 修改

e.g. 请将数量和金额改成“允许增减5%”。

Please amend the quantity and the amount to read“5% more or less allowed”.

n. amendment 修改

e.g. 请尽快将上述信用证的修改通知书寄送我方。

Please send us your amendment to the above L/C as early as possible.

4 insufficient adj. 不充足的, 不够的

e.g. 你方的信用证的金额不足, 将给双方带来麻烦。

The amount of your L/C is insufficient, which will result in great trouble for both of us.

我方收到你方4月4日的信用证, 发现金额不足。

We have received your L/C dated April 4 and found that the amount is insufficient.

5 at the earliest convenience 早日，在某人方便的最早时候

e.g. 由于我方库存日渐减少，如能尽早再发一批货，我们将不胜感激。

As our stocks are running low, we will be obliged if you will send us another parcel at your earliest convenience.

请尽早让我方收到你方对上述的确认。

Please let us have your confirmation of the above at your earliest convenience.

6 on perusal 经详阅

for one's perusal 供某人详阅

e.g. 有关详细规格，现随函附上一份说明目录供详阅。

Regarding detailed specifications, we are enclosing a copy of our illustrated catalogue for your perusal.

7 prohibit v. 禁止, 阻止

e.g. 近期的进口管制使我们无法进口贵国的棉织品。

Recent import restrictions prohibit us from importing cotton goods from your county.

n. prohibition 禁止

the prohibition law 禁酒法

adj. prohibitive 禁止的

take prohibitive measures 采取禁止措施

a prohibitive price 高得不敢问津的价格

8 on condition that 如果，在.....条件/前提下

e.g. 我们说服了厂家接受订单，在相关信用证7月底寄到的前提下，按照你方的要求
尽早装运。

We have persuaded our manufacturers to accept this order for an earlier shipment as requested by you, on condition that the covering L/C arrives here by the end of July.

9 transshipment n. change of shipment 转船

cargo transshipment 货物转运

v. transship 将.....转船

e.g. 货物已在青岛由胜利号航轮转运。

The cargo has been transshipped at Qingdao onto S.S. “Victory”.

e.g. 为保证及时交货，如果没有直达班轮，我们将转船。

If no direct liners are available, we shall transship the goods to ensure timely delivery.

10 few and far between widely separated, rare 稀少，隔很久才发生的

e.g. 由于到你处的直达轮稀少，我们要求在香港转运。

As direct steamers to your port are few and far between, we require transshipment at/via Hong Kong.

11 lot n. 项，批

e.g. 若能在收到订单后一个月内安排装运，将不胜感激。

We shall appreciate it very much if the whole lot will be dispatched within one month after receipt of our order.

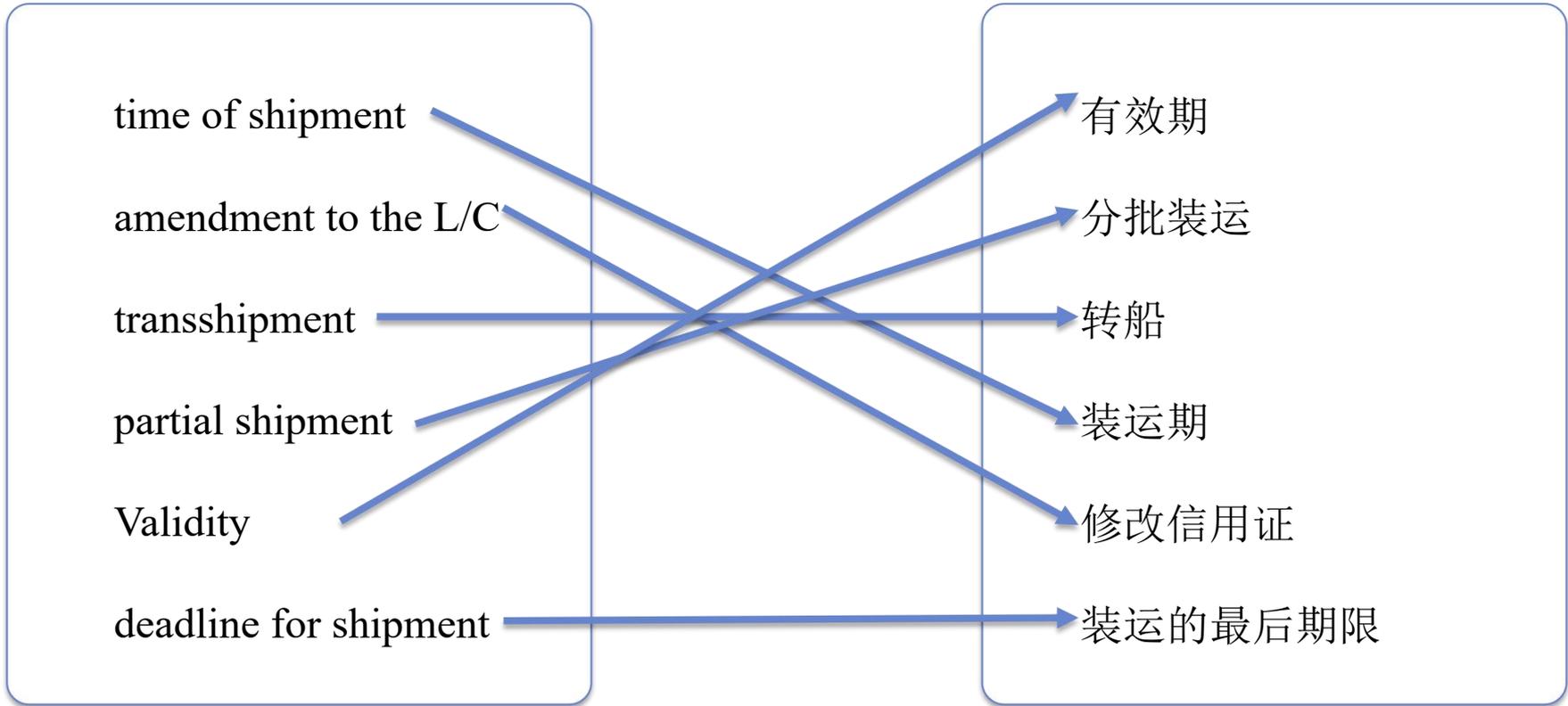
审核信用证的注意事项

- ① **日期** 包括信用证上出现的所有日期，如信用证有效期、最晚装船期、信用证签订日期等，一定要给自己留足充分的时间安排出货前的所有事情（生产、订舱、商检等）。
- ② **金额** 不要完全相信信用证上的金额，有可能不是签订合同时候的金额。
- ③ **货物描述** 这方面要多注意，除了和实际情况对应外，还要注意信用证前后是否一致。
- ④ **银行信息** 注意开证行、议付行、通知行的信息都要清楚。
- ⑤ **要求单据** 对要求的单据最好列一个清单，并标明特殊要求，对由别的部门或单位出具的单据要先搞清楚是否能够出具。
- ⑥ **软条款** 尤其是78项对银行指示的那一栏，要特别注意。

Make Yourself Skilled

I. Basic Training

1. Match the Chinese versions with the English expressions.



Make Yourself Skilled

I. Basic Training

2. Choose the best answer for each sentence.

(1) We have to cancel the remaining 1,000 sets of your order No.36, so please kindly have the L/C _____ accordingly.

- A. amend B. amended C. amending D. to mend

(2) We have to make shipment in whole lot because the partial shipment is _____ in the L/C.

- A. prohibited B. permitted C. promised D. practiced

(3) We shall accept your payment terms _____ the quantity of your order is more than 3,000 L/Ts.

- A. since B. owing to C. when D. on condition that

Make Yourself Skilled

I. Basic Training

2. Choose the best answer for each sentence.

(4) The amount in your L/C appears _____. The correct total CIF value of your order comes to US \$328 instead of US \$238, the difference being US \$90.

- A. sufficient B. insufficient C. enough D. dissufficient

(5) Upon examining the L/C, we discovered that some points are not _____ the agreement.

- A. conform with B. conforming to
 C. in conformity with D. conformity to

Make Yourself Skilled

II. Improving Training

1. Fill in the blanks with the following words or expressions.

lot direct steamers on perusal on condition that stipulate

(1) The L/C stipulates that documents should be sent within 15 days after shipment.

(2) If no direct steamers are available, we shall transship the goods to ensure timely delivery.

(3) We shall appreciate it very much if the whole lot will be dispatched within one month after receipt of our order.

(4) on perusal, we find the L/C does not conform to that in the contract.

(5) We will place an order on condition that you send us the sample and offer a reasonable price.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(1) 把上述信用证条款中的 US \$55,500 改为 US \$54,500。 (amend)

Please amend the above L/C to read US\$55,500 instead of US\$54,500.

(2) Please instruct your bank to 尽早对信用证进行必要的修改。 (at the earliest convenience)

Please instruct your bank to make necessary amendments to the L/C at the earliest convenience.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(3) 由于到你方港口的直达轮很少， we suggest transshipment should be allowed. (few and far between)

Because direct steamers from here to your port are few and far between, we suggest transshipment should be allowed.

(4) 我方发现信用证金额不足， please increase the amount of the L/C to US \$56,800. (insufficient)

We find that the amount of your L/C is insufficient. Please increase the amount of the L/ C to US\$56,800.00.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(5) 按照你方要求， we have amended the relative L/C to allow transshipment. (in conformity with)

In conformity with your request, we have amended the relative L/C to allow transshipment.

III. Letter-writing Practice

Asking for the Amendment to the L/C 要求修改信用证

Objectives of Training 实训目的

Through training, students learn how to write a letter asking for the amendment to the L/C as an exporter.

通过实训，学生们学习作为出口商应如何写信要求修改信用证。

Training Background 实训背景

Suppose you have concluded a transaction of men's shirts with one of the customers. However, when you received the L/C, you found some points were not in line with those in the following sales confirmation. Now write a letter to ask for amendment.

假设你方已与某位客户达成了一笔男士衬衫交易。然而，当你收到信用证时，发现有些地方与下面的销售确认书不符。现写一封信要求修改信用证。

III. Letter-writing Practice

SALES CONFIRMATION

S/C NO.: S2021005 DATE: APRIL 15, 2021

SELLER: GUANGXI TEXTILES IMP. & EXP. CORP.
17F FOREIGN TRADING BLDG., NANNING, CHINA

BUYER: SEABROOK INTERNATIONAL CO.
97123 THE QUEEN'S AVE., EASTLAND, BOSTON

III. Letter-writing Practice

WE HEREBY CONFIRM HAVING SOLD TO YOU THE FOLLOWING GOODS ON TERMS AND CONDITIONS AS SPECIFIED BELOW:

1. DESCRIPTION OF COMMODITY

MEN'S SHIRTS 65% COTTON /35% POLYESTER WITH LONG SLEEVES-2 POCKETS
COMPOSITION: 45×45 110×76 COLOR: JS880 BLUE

2. QUANTITY: 252 DOZEN

3. PRICE: USD 55.00 PER DOZEN CIF3% BOSTON

4. TOTAL AMOUNT: USD 13,860.00

5. PACKING: IN CARTONS

6. TIME OF SHIPMENT: ON OR BEFORE JUNE 30, 2021

Make Yourself Skilled

III. Letter-writing Practice

7. SHIPMENT: FROM CHINESE PORTS TO BOSTON, ALLOWING TRANSSHIPMENT
& PARTIAL SHIPMENT

8. PAYMENT: BY IRREVOCABLE LETTER OF CREDIT PAYABLE BY DRAFT AT
SIGHT

9. SHIPPING MARK: AT SELLER'S OPTION

10. INSURANCE: TO BE COVERED BY THE SELLER FOR 110% OF THE INVOICE
VALUE AGAINST ALL RISKS

REMARKS:

THE SELLER

THE BUYER XXX XXX

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III. Letter-writing Practice

ZCZC LSD 45679645465897 DK4573353 46573134676875 NN4786564687513321231

P1 GXBOC

FCBOB

STF TXT100 Y484543467642RT46871324676432 (43221-20700078)

FROM: THE FIRST CITIZEN BANK OF BOSTON, BOSTON

TO: BANK OF CHINA, NANNING

DATE: MAY 5, 2021

700 ISSUE OF DOC L/C

15: TEST 872389

Make Yourself Skilled

III. Letter-writing Practice

27: MESSAGE SEQUENCE: 1/1

40A: FORM OF L/C: IRREVOCABLE

20: L/C NO.:16572139CJK

31C: ISSUE DATE: MAY 5, 2021

31D: EXPIRY DATE/PLACE: JULY 15, 2021 IN CHINA

50: APPLICANT: SEABROOK INTERNATIONAL CO.

97123 THE QUEEN'S AVE., EASTLAND, BOSTON

59: BENEFICIARY: GUANGXI TEXTILES IMP./EXP. CORP.

17F FOREIGN TRADING BULDG., NANNING, CHINA

32B: L/C AMOUNT: USD...

39: AMOUNT SPECIFICATION: CIF

41A: AVAILABLE WITH/BY: BY NEGOTIATION

42: DRARTS AT: SIGHT

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III. Letter-writing Practice

DRAWN ON: ISSUING BANK

43P: PARTIAL SHIPMENT: PROHIBITED

43T: TRANSSHIPMENT: ALLOWED

44: TRANSPORT DETAILS: FROM CHINESE PORTS TO BOSTON

ON OR BEFORE JUNE 30, 2021

45: DESCRIPTION OF GOODS: 252 DOZEN MEN'S SHIRTS—65% COTTON/ 35%

POLYESTER WITH LONG SLEEVES-2 POCKETS COMPOSITION:

45 × 45 110 × 76 COLOR: JS 880

BLUE AT USD 55.00 PER DOZEN CIF BOSTON

INCLUDING 3% COMMISSION

Make Yourself Skilled

III. Letter-writing Practice

46A: DOCS REQUIRED:

+ COMMERCIAL INVOICE IN 6 FOLDS

+ THE FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING MADE OUT TO ORDER, ENDORSED IN BLANK MARKED FREIGHT PAID NOTIFY BUYER EVIDENCING SHIPMENT FROM CHINA TO BOSTON ON OR BEFORE JUNE 30, 2021.

+ CERTIFICATE OF ORIGIN

+ INSURANCE POLICY COVERING ALL RISKS AND WAR RISK CLAIMS IF ANY PAYABLE AT DESTINATION IN THE CURRENCY OF DRAFT

+ DETAIL PACKING LIST IN 6 FOLDS

71B: CHARGES: ALL BANK CHARGES ARISING OUTSIDE THE UNITED STATES ARE

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III. Letter-writing Practice

FOR THE BENEFICIARY'S ACCOUNT.

48: PRESENTATION PERIOD: DOCUMENTS TO BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF ISSUANCE OF THE SHIPPING DOCUMENTS BUT WITHIN THE VALIDITY OF THE CREDIT.

49: CONFIRMATION: WITHOUT

78: INSTRUCTIONS: IN REIMBURSEMENT WE SHALL COVER YOU UPON RECEIPT OF DOCUMENTS IN ORDER

NEGOTIATING BANK IS TO DESPATCH ALL DOCUMENTS TO

US BY TWO CONSECUTIVE REGISTERED AIRMAIL

SUBJECT TO UNIFORM CUSTOMS AND PRACTICE FOR

DOCUMENTARY CREDITS (2007 REVISION) INTERNATIONAL

CHAMBER OF COMMERCE PUBLICATION 600

Make Yourself Skilled

III. Letter-writing Practice

Training Requirement 实训要求

Write the letter according to the training background. The format requirement: from the salutation to the complementary closing.

根据实训背景写信。格式要求：从称呼语开始写，至结束敬语。

Training Guidelines 实训指南

1. Writing Steps 写作步骤

Writing Points of Amendment to an L/C 修改信用证函的写作要点

Opening: referring to the relative L/C.

Body: a. pointing out the discrepancy;

b. asking for amendment to the L/C.

Closing: expecting an early amendment.

III. Letter-writing Practice

开头：提及有关的信用证。

正文：

1. 指出不符之处；
2. 要求修改信用证。

结尾：表明希望早日修改。

Make Yourself Skilled

III. Letter-writing Practice

2. Reference Words and Sentence Patterns 参考词汇及句式

(1) We refer to... 我们提及.....

(2) under our S/C No. × × 我们第 × × 号合同项下

(3) in conformity with... 与.....一致

(4) We would like you to amend the L/C as follows: 我们希望贵方能修改信用证如下:

(5) should be/ should read 应当是

(6) pay prompt attention to this matter 及时关注此事

(7) give us response at the earliest convenience 尽早回复我们

Dear Sirs,

We have received your L/C covering Men' s Shirt, 65% cotton /35% polyester with long sleeves-2 pockets with thanks. However, on examination we find there are some discrepancies in the L/C which are not in line with the stipulations in the sales confirmation. We conclude as follows:

- a. Partial shipment should be allowed.**
- b. The insurance should be covered against All Risks, not including War Risk.**

The goods will be ready for shipment within 10 days as soon as we receive your amendment to the L/C.

We appreciate your prompt attention to this matter.

Yours sincerity,

Supplementary Reading

1. Asking for the Amendment to the L/C

Dear Sirs,

We are in receipt of your letter of September 14 notifying us of the establishment of the L/C No. 4786 against our Sales Contract No. 9124.

The said L/C has just come to hand, but regretfully we find that some of the clauses therein are not in agreement with the terms and conditions of the contract. For your information. We list the discrepancies as follows:

1. The total amount of Contract No. 9124 is £ 55,400.00, whereas your L/C shows an amount of £ 54,500.00.
2. Contract No. 9124 stipulates shipment in November, whereas your L/C calls for shipment to be made on or before October 31.
3. As provided in the contract, the goods are to be packed half a dozen in a box, 10 boxes to a wooden case. But the covering L/C requires each piece to be packed in a box, 60 boxes to a wooden case.

Supplementary Reading

1. Asking for the Amendment to the L/C

Furthermore, as there is no direct sailing from here to your port during November, we consider it is necessary for you to delete the clause “by direct steamer” and insert the wording “partial shipment and transshipment are permitted”, for fear that shipment should be delayed to the detriment of your interest.

As we can do nothing until the above L/C is duly amended, we would advise you to attend to the matter with the least possible delay.

Yours faithfully,

XXX

Supplementary Reading

2. Advising the Amendment to the L/C (A Reply to Specimen 2 in Lesson 12)

June 4, 2021

Dear Mr. Li,

We have received your letter of May 29, asking us to amend the discrepancies in the L/C No. 447287.

We would like to inform you that the amendment has been made by the opening bank accordingly, and the notification will reach you in due time.

As the goods are urgently needed by our clients, please do your utmost to arrange shipment as soon as possible so that we may catch the busy season.

We're awaiting your shipping advice.

Yours sincerely,

Naniek Utami Handayani

Manager

Lesson 13 Extension of L/C 延展信用证

Specimen 1 Extension of the Shipment Date and Validity

September 15, 2021

Dear Mr. Rigoni,

We acknowledge with thanks receipt of your L/C No.1123846, covering your order for 5,000 sets of heart rattan baskets.

We regret that, on account of the delay on part of our suppliers at the point of origin, we won't be able to have the goods prepared by the end of October. We thus sent you a fax yesterday, asking for the extension of shipment date and validity of the credit to November 15 and November 30.

Extension of L/C 延展信用证

Specimen 1 Extension of the Shipment Date and Validity

It is expected that the consignment will be ready for shipment in the early part of November and we are arranging to ship it on S.S.“Fan Yang”sailing from Shenzhen on or about November 10.

Thank you for your understanding and cooperation in this matter. We sincerely hope that you would immediately extend your L/C as requested thus enabling us to effect shipment of the goods in question.

Yours truly,

Huang Kai

Huang Kai

Extension of L/C 延展信用证

Specimen 2 Advising an Extension

Dear Mr. Zhou,

We are glad to inform you that a new **Import License** has been granted and that we are able to increase the total amount of L/C No. NBB993745 to USD 10,000,000. You will soon receive our L/C **amendment** advice through the **advising bank**.

As we understand it is impossible to ship the goods before the originally agreed delivery date, we would like to have the shipment and validity dates of the L/C extended to October 15 and 30 respectively. Please refer to the attached copy of our application for amendment to the said L/C.

We wish to thank you again for your close cooperation, which has enabled us to obtain the new Import License in such a short time.

Yours faithfully,

× × ×

Extension of L/C 延展信用证

Tags

Import License
advising bank

进口许可证
通知行

amendment advice

修改通知书

1 on account of 由于.....缘故

e.g. 由于没有直达轮，我方不得不在新加坡转船。

We have to transship the consignment via Singapore on account of absence of direct liners.

2 on part of 就.....而言，关于或就某一特定的人而言

e.g. 由于工厂失误，我们发错货物。

We delivered the wrong goods owing to the mistake on part of the manufacturer.

3 extension n. 延长, 展期

make extension

v. extend 扩大, 加长

e.g. 请将你信用证展期延长到7月5日。

Please have your letter of credit extended to July 5th.

4 on or about 当日或大约

e.g. 货物将于10月10日左右装上你方指定的轮船。

Goods will be shipped on board the vessel designated by you on or about 10th October.

5 enable v. 使.....能够

e.g. 请马上开立信用证以使我方按期装船。

Please open the L/C immediately so as to enable us to ship in time.

6 in question 这，上述的，该

e.g. 甲方同意从乙方获得，乙方同意向甲方转让合同产品的专利技术。这种技术应与乙方最新产品的技术完全一致。

Part A agrees to acquire from Party B and Party B agrees to transfer to Party A the patented technology for contract products. The patented technology in question shall be the same technology as the technology of Party B's latest products.

7 grant v. 允许, 准许, 答应给予

e.g. 我们对由于运输延迟给你方带来的不便表示遗憾, 因为此时还未取得出口许可证。

We are sorry for making you in the trouble arising from the delay of the shipment because the export license has not been granted at this time.

我们希望你能给予我方2%的佣金。

We hope you could grant us a 2% commission.

granted that 想当然

take sth. for granted 想当然

adj. grantable 可授予的

e.g. 此特权只授予合资企业。

Such privileges are grantable to joint ventures only.

8 respectively adv. 分别地，各自地

e.g. 请将信用证有效期和装运期分别展期。

Please have the validity and shipment date of the credit extended respectively.

信用证的修改申请书和展期

信用证修改申请书（Application for Amendment to Letter of Credit），是指开证申请人在修改信用证条款时向开证行提交的书面文件。申请书的内容须写明原证的受益人、金额、编号等，并详列各项所需修改的内容及修改书应以什么方式发出。修改的费用一般按次收取，另加邮费。如信用证需延长有效期或增加金额，则按开证行费率表的开证费用追加。

信用证修改证实书（Confirmation of Credit Amendment）是指证实电子修改信用证内容的书面文件。开证行对于电子开证或电子修改，在发电后另行寄交证实书，以备通知行核对，并以证实书为准。

信用证的展期（Extension of Credit）是指开证行通过对信用证的修改延长信用证有效期的行为。信用证的展期包括展延装运期限和延展信用证有效期限。一般的修改对二者同时展延。在对信用证展期时，应该注意的是，延展信用证有效期限时，应同时展延装运期限，因为最迟装运日期的展延并不因信用证有效期限的展延而顺延，同样修改中只展延了装运期限，并不意味着信用证的有效期限也相应得到展延。如果修改中展延的装运期超过了有效期，应要求开证行澄清。

Make Yourself Skilled

I. Basic Training

1. Match the Chinese versions with the English expressions.

amendment advice

validity date

Import License

effect shipment

extension of L/C

advising bank

进口许可证

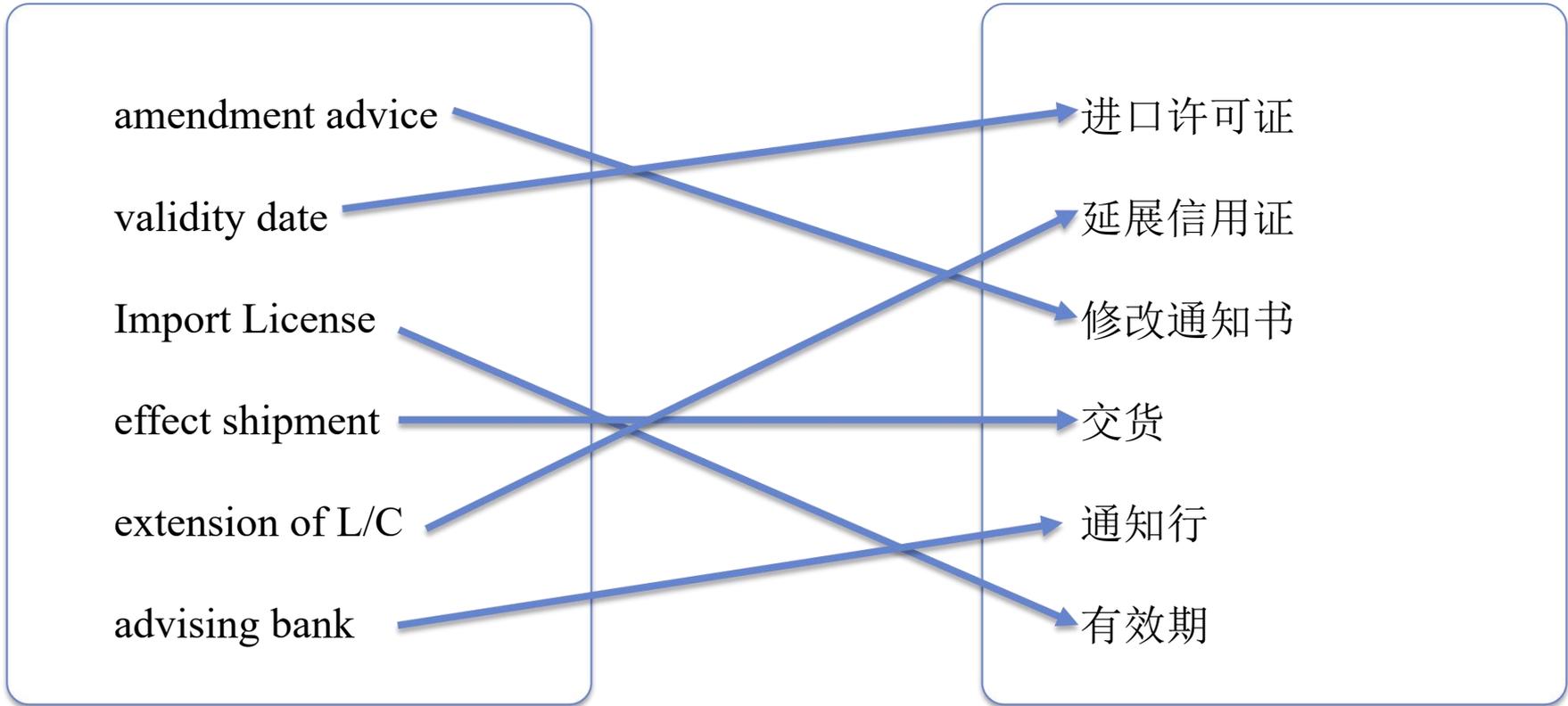
延展信用证

修改通知书

交货

通知行

有效期



Make Yourself Skilled

I. Basic Training

2. Choose the best answer for each sentence.

(1) We have to transship the consignment via Singapore _____ the absence of direct liners.

A. on behalf of

B. on account of

C. because of

D. in order to

(2) Goods will be shipped on board the vessel designated by you _____ October 10.

A. since

B. from

C. until

D. on or about

(3) Please have your letter of credit extended _____ July 5.

A. from

B. to

C. until

D. by

(4) Please have the validity and shipment date of the credit extended _____.

A. respectively

B. independently

C. definitely

D. sufficiently

(5) We will do our best to effect shipment of the goods _____ question.

A. on

B. in

C. by

D. of

Make Yourself Skilled

II. Improving Training

1. Fill in the blanks with the following words or expressions.

expiry date

shipment date

advising bank

L/C extension

late delivery

(1) We wish to call your attention to the validity of the L/C, since there is no possibility of L/C extension.

(2) The amendment of the L/C will be notified by the advising bank.

(3) As requested, we have immediately arranged with our banker to extend the expiry date of our L/C for two weeks.

Make Yourself Skilled

II. Improving Training

1. Fill in the blanks with the following words or expressions.

expiry date

shipment date

advising bank

L/C extension

late delivery

(4) Because of the possible late delivery, we have to ask for another two weeks extension of the shipment in the L/C.

(5) Due to unforeseen difficulties, we find it impossible to make shipment in February, and would appreciate your extending the shipment date and validity of your L/C to March 20 and March 30 respectively.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(1) 由于工厂方面遇到了小麻烦， please agree to extend the delivery date to the end of January. (on account of)

On account of the trouble on part of the manufacturers, please agree to extend the delivery date to the end of January.

(2) As we cannot obtain the shipping space, 我方要求将信用证交货期和有效期分别展期到4月10日和4月25日。(extend, respectively)

As we cannot obtain the shipping space, we would like to have the delivery date and validity of the L/C extended to 10th April and 25th April respectively.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(3) Please extend the L/C as soon as possible to 我方能如期装运货物。 (enable...to, duly)

Please extend the L/C as soon as possible to enable us to ship the goods duly.

(4) 展期信用证已收到, and the goods will be shipped on board“Dongfeng”sailing to your port 于10月20日左右。 (extension, on or about)

Extension of L/C has been received and the goods will be shipped on board “Dongfeng”sailing to your port on or about 20th October.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(5) We shall appreciate it 如你方能接受我方展期要求。 (grant)

We shall appreciate it if you could grant our request of extension.

延展信用证

Objectives of Training 实训目的

Through training, students learn how to write a letter to the importer, asking for the extension of L/C as an exporter.

通过实训，学生们学习作为出口商应如何写信给进口商，要求其提供延展信用证。

Training Background 实训背景

You are an exporter. You can't make delivery as stipulated in the contract No.LHP23, due to late arrival of L/C. Please write a letter to the importer, asking him to extend the shipment date to October 31, and the validity to November 15. You should also emphasize that the L/C amendment advice must be opened before September 10, so that the goods will be delivered as soon as possible.

你是出口商，由于信用证晚到，无法按第LHP23号合同约定的时间交货。请写信给进口商，要求将信用证装运期延展至10月31日，有效期延展至11月15日。你还应该向进口商强调，信用证的修改通知书必须在9月10日前开抵，以便你方能尽早交货。

III. Comprehensive Training

Training Requirement 实训要求

Write the letter according to the training background. The format requirement: from the salutation to the complementary closing.

根据实训背景写信。格式要求：从称呼语开始写，至结束敬语。

Training Guidelines 实训指南

1. Writing Steps 写作步骤

Writing Points of Extension of L/C 延展信用证的写作要点：

Opening: referring to the relative L/C.

Body: a. pointing out the problems occurred;

b. asking for the extension of the L/C.

Closing: expecting an early amendment.

III. Comprehensive Training

开头：提及有关的信用证。

正文：

1. 指出目前存在的问题；
2. 要求延展信用证。

结尾：表明希望早日修改。

Make Yourself Skilled

III. Comprehensive Training

2. Reference Words and Sentence Patterns 参考词汇及句式

(1) We regret that... 我们很遗憾.....

(2) We won't be able to make shipment in... 我们不能够在.....装运。

(3) We thus ask for the extension of shipment date and validity of the credit to.... 因此我们要求将装船期和信用证有效期延展至.....

(4) Thank you for your understanding and cooperation in this matter. 感谢你方对此事的理解和合作。

(5) We sincerely hope that... 我们真诚地希望.....

(6) extend L/C as requested 按要求延展信用证

(7) enable us to do 使得我们能够

(8) effect shipment of the goods in question 装运上述货物

(9) We acknowledge with thanks receipt of your L/C covering... 我方收到有关.....交易的信用证，谢谢。

Dear Sirs,

RE: Sales Contract No. LHP23

We regret to say that we have not received your L/C covering the above S/C until today. It is stipulated clearly in the Sales Contract that the relevant L/C must reach us not later than the end of August. Although the reaching time of the L/C is overdue, we still hope to ship your goods in view of our long- standing friendly relationship between us. However, we can not make shipment of your goods as contracted owing to the delay of the L/C. Therefore, the L/C needs to be amended as follows:

(1)Time of shipment should be extended to Oct.31.

(2)Validity of the L/C should be extended to Nov. 15.

Reference 参考答案

Your kind attention is invited to the fact that we must receive your L/C amendment before Sep.10. Otherwise, we will not be able to effect the shipment in time.

We are looking forward to receiving your L/C amendment early.

Yours truly,

Supplementary Reading

1. Declining the Request of L/C Extension (A Relative Letter to Lesson13 Specimen1)

September 16, 2021

Dear Mr. Huang,

RE: L/C 1123846

We have received your letter requesting us to extend the shipment and validity of the above L/C to November 15 and November 30 respectively.

Although we understand your position, our end users are in urgent need of the goods. They will turn to other suppliers if the goods cannot arrive on time.

We very much regret to say that we could not meet your request to extend the above L/C, though we are keen to cooperate with you.

Therefore, please do your utmost to ship the goods in time. We hereby appreciate greatly your cooperation in advance.

Yours sincerely,

Michael Rigoni

Michael Rigoni

Supplementary Reading

2. Ask to Extend the L/C

Dear Sirs,

We refer to your L/C No. DK459 covering 1, 200 metric tons of sugar for the amount of GBP240, 000.

The shipment should be made by the end of May according to the contract. Although we have been doing our utmost to carry out the order, it is rather difficult for us to ship the above-mentioned goods to your port in time as the steamer is delayed by storm. Therefore, we have to ask for a two-week extension of the L/C covering the order. We are so regretful to involve you in some trouble to make amendment accordingly.

Your amendment to the above arrives here at an early date will be much appreciated.

Yours truly,

× × ×

In international trade, payment for the goods is more complicated than that in domestic trade. There involve several aspects, such as asking for payment terms, urging establishment of the L/C, amending the L/C, extending the L/C (on L/C terms).

1. Asking for payment, typical sentences and expressions such as:

● It is our customary practice to pay by...

我们的惯例是用.....来支付。

● Please note that our terms of payment for the order are by..., accompanied by shipping documents.

请注意，我们的支付条款是用.....来支付，随附装运单据。

● As to the terms of payment, our regular operation is that payment should be made by...

至于付款条件，我们通常用.....来支付。

● In view of the amount of this transaction being very small, we are prepared to accept payment by... for the goods shipped.

考虑到这笔交易的数额很小，我们打算接受用.....来支付所运货物。

2. Urging establishment of the L/C, typical sentences and expressions such as:

- The shipment under your order No. 456 has been ready for quite some time, but up to the present we haven't received any news of the L/C.

你方456号订单下的货物已备妥有一段时间了，但直到现在为止，我们仍未收到关于信用证的任何消息。

- The shipment date is approaching. We must point out that we shall be unable to effect shipment within the stipulated time unless your L/C reaches us before ...

装运期已临近。我们必须指出，除非你方信用证在.....之前到达我处，否则我们无法在规定时间内装运。

- We regret that we could not ship the goods by a March vessel only because of the delay of your L/C.

很遗憾，由于你方信用证迟开，我们无法在3月份装运货物。

- Referring to our contract No. 385, we have not received any information from you about your letter of credit, which should have reached us before June 2, 2004.

关于我们双方385号合同，我们没收到你方关于信用证的任何消息，信用证本应在2004年6月2日前到达我处的。

3. Asking for Amendment to the L/C, typical sentences and expressions such as:

- We have received your relative L/C, but to our regret that it contains the following discrepancies...

已收到你方相关信用证，但很遗憾，里面有些内容不符，具体如下.....

- We have received your relative L/C for US\$2,256, but we regret to inform you that XXX mentioned therein does not agree with the contents in the contract.

已收到你方2,256 美元的相关信用证，但很遗憾地通知你方，信用证提及的.....与合同内容 不符。

- Please make the amendment accordingly.

请相应修改信用证。

- Please advise your bankers to make the necessary amendment.

请通知你方银行做必要的改证。

Sum-up 小结

- Please amend the L/C No.1123 to read“...”.

请将1123号信用证修改为“.....”。

- Please amend L/C No. 100 as follows:

请将100号信用证做如下修改：

- (1) Amount to be increased up to US \$50,000.

金额应提高到50,000美元。

- (2) Validity to be extended to 10th November.

有效期应延至11月10日。

- (3) The words “Transshipment Not Allowed” are to be deleted.

应删除“不允许转运”。

4. Extension of the L/C, typical sentences and expressions such as:

- Owing to..., we would appreciate your extending the shipment date and the validity of your L/C to ...(date) respectively.

由于.....，我们希望你方将装运期和信用证有效期分别展至.....。

- The validity of the L/C will be extended to ... (date).

信用证有效期展至.....。

- We have to ask for an extension of 15 days for shipment, to which we trust you will have no objection.

我们不得不要求装运期展延15天，相信你方不会反对。