



“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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Background

A transaction is concluded when a firm offer is accepted by the offeree, or when a non-firm offer is accepted by the offeree and confirmed by the offerer. Once a transaction is concluded, the two parties are bound by the contract, which is a generally formal written document and is signed by both sides. The contract is the sales contract or sales confirmation. The short form of sales contract or sales confirmation is S/C.

A formal business contract usually consists of three parts: the heading, the body, and the ending, among which the body is the most important part since it includes all the main clauses, reflecting duties and obligations of both parties.

Unit 3 Conclusion of Business 达成交易

Writing Points of Placing an Order

An order is a stated intention to engage in a commercial transaction for specific products, including:

Opening: the conclusion of the business, which is

- a. confirming the terms and conditions of the business;
- b. sending the order;

Body: the details of the goods, which are

- a. the description of the goods(name, quantity, specification, price, number);
- b. the statement of the mode of packing, the port of destination and the time of shipment.

Closing: expectation of confirmation.

Writing Points of Confirming an Order

The supplier will send a confirmation, including:

Opening: thanks for the order.

Body: a. the expression of confirming the purchase;

b. the assurance of the execution of order (packing mode, delivery time, shipment).

Closing: hope for future cooperation.

Unit 3 Conclusion of Business 达成交易

Writing Points of Sending a Contract

Opening: confirming the business.

Body: a. sending the sales contract;

b. the main clauses of the contract, reflecting duties and obligations of both parties.

(commodity, quality, specifications, quantity, price, packing, shipment and payment, etc.)

Closing: expectation of the counter signature.

Lesson 8 An Order 订货

Specimen 1 Placing an Order

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

June 3, 2021

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

Dear Mr. Wu Gang,

Re: Ladies' embroidered slippers

We thank you for your quotation of May 9 and the samples of ladies' embroidered slippers. We are satisfied with the quality and take pleasure in enclosing our Order No.322 for the sizes mentioned in your latest catalogue.

Specimen 1 Placing an Order

We note that you can supply these items from stock and hope you will make delivery by the end of July. Our company will reserve the right to cancel this order or reject the goods for any delay in shipment.

For your reference, we wish to effect payment by **D/P at 60 days'sight**. Please kindly let us have your confirmation.

Yours faithfully,
Michael Evans
Manager
Encl. As stated



Specimen 1 Placing an Order

ORDER

NO. 322

Please supply the following items:

| Quantity (pair) | Item | Size | Unit Price (per pair.) CIF New York |
|-----------------|---|------|--|
| 500 | Ladies' Embroidered Slippers (No.2015) | 6 | USD 8.50 |
| 500 | Ditto | 7 | USD 8.50 |
| 500 | Ditto | 8 | USD 8.50 |
| 500 | Ditto | 9 | USD 8.50 |

Specimen 2 Confirming the Order

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

June 7, 2021

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

Dear Mr. Evans,
Re: Ladies' embroidered slippers

Thank you very much for your Order NO. 322 dated June 3, and we're pleased to confirm your purchase of ladies' embroidered slippers. Our dispatch department is working on your order, and will let you know when the consignment is ready.

Specimen 2 Confirming the Order

As regards the payment terms, they are unacceptable. It is our practice to require L/C payment for our exports. We sincerely hope this trial order will result in repeat orders in the near future.

Yours sincerely,

Wu Gang

Manager of Business DepartmentI

Tags

payment

付款

D/P at 60 days' sight

60天期付款交单

dispatch department

发货部门

repeat orders

续订

Arm Yourself

1 be satisfied with 对.....满意, 满足

sb. be satisfied with sth.

satisfy sb.

be satisfactory

to one's satisfaction

e.g. 首批货的质量使我们的客户满意。

The quality of the first lot satisfied our customers.

我们的顾客对你们电脑的质量很满意, 所以我们希望续订。

Our clients are so satisfied with the quality of your computers that we wish to book a repeat order.

2 make delivery 交货

n. delivery 交付, 交货

delivery date 交货期

take delivery of 提货

v. deliver 交付, 交运

deliver the goods

e.g. 由于我们有大量订单尚未交货, 故你方订货不能提前付运。

In view of the fact that we are fully committed at the moment, your order can not be delivered in advance.

Arm Yourself

3 effect v. 实行, 实施
effect shipment 装运
effect insurance 投保
effect payment 支付款项

n. effect 效果
go into effect 生效
in effect 事实上
to the effect 意思是
personal effect 个人财产

adj. effective 有效的
effective demand 有效需求
effective date 有效日, 合同或合约开始有效的日期
effective period 有效期
effective exchange rate 实际汇率

e.g. 实际上公司同意的是降低价格。

The company agreed to what was in effect a reduction in the price.

他们写了封信给银行, 大意是要求银行为他们开立信用证。

They wrote a letter to the bank to the effect that they would ask it to open an L/C for them.

4 purchase v./ n. 购买

make a purchase 购买

purchase sth. from sb. 从.....处购买

the purchase of sth. 购买什么

purchase confirmation 购货确认书

purchase on our own account 自负盈亏

e.g. 我们确认已从你处购买了500吨货物。

We confirm having purchased 500 tons of goods from you.

Or: We confirm our purchase from you of 500 tons of goods.

Arm Yourself

5 dispatch v. 运送，派遣； n. 派遣，发运

dispatch the goods 发运货物

dispatch the cable 发电报

dispatch an engineer 派送工程师

dispatch sth. to somewhere or sb. 发送，寄出

dispatch a person to your end 派遣

e.g. 我们要事先声明，如你方所交货物质量与合同不符，我们有权拒收。

We would like to claim beforehand that if the quality of the goods dispatched by you is not in accordance with the contract, we have a right to refuse the goods.

我们会尽一切可能确保货物准时发运至你方港口。

We'll do our utmost to ensure the prompt dispatch of the goods to your port.

6 consignment n. 发送，发送的货物；寄售，寄售货物

consignment goods 寄售货物

a consignment of goods 一批货

on consignment terms 以寄售方式

v. consign 发运

consign the goods 寄售

e.g. 发运货物有望在8月初备妥待运。

It is expected that the consignment will be ready for shipment in the early part of August.

7 as regards 关于

同义: regarding, with regard to, in regard to, concerning

e.g. 关于剩余数量的情况, 将于日内告知。

As regards the balance, we will inform you in a few days.

v. regard... as...

e.g. 我们得悉你方认为我方所报价格较高, 甚为诧异。

We note with surprise that the price quoted by us should be regarded as comparatively high.

8 unacceptable adj. 不可接受的, acceptable adj. 可接受的

e.g. 如我方价格你方可以接受, 请让我方知道。

If our price is acceptable to you, please let us know.

你方价格有竞争力而且我方也能接受。

Your price is competitive and acceptable to us.

9 result in 导致

e.g. 装运延误会导致很大的损失。

Delay in shipment will result in great losses.

result from 由于.....而引起，（作为结果）发生于、产生于（只用于主动语态，无被动式）

e.g. 价格下跌是由供大于求引起的。

The declining price resulted from the fact that the supply exceeds the demand.

比较：result in 与result from

e.g. 你方一定注意到了劣质包装引起的货物损坏。

You must be aware that the inferior packing results in the damage to the goods.

Or: You must be aware of the damage to the goods resulting from the inferior packing.

我们最近的信函往来带来了1000吨的货物买卖。

Our recent exchange of letters resulted in a transaction of 1,000 tons of goods.

Or: The transaction of 1,000 tons of goods resulted from our recent exchange of letters.

接受

经过几轮磋商，买卖双方有达成交易或不能达成交易的两种可能。接受是买卖双方无条件地同意发盘中提出的条件，并愿意按照这些条件与对方签订合同的一种肯定的表示。《联合国国际货物销售合同公约》第18条第一款规定：“被发价人声明或做出其他行为表示同意一项发价，即示接受。缄默或不行动本身不等于接受。”因此，外贸中接受在法律上有效，必须具备以下四个条件：

- ① 接受必须由受盘人做出；
- ② 接受必须要表示出来；
- ③ 接受必须与发盘相符；
- ④ 接受必须在发盘的有效期内到达发盘人。

Make Yourself Skilled

I. Basic Training

1. Match the Chinese versions with the English expressions.

repeat orders

purchase confirmation

delivery date

dispatch department

D/P at 30 days'sight

effect payment

交货日期

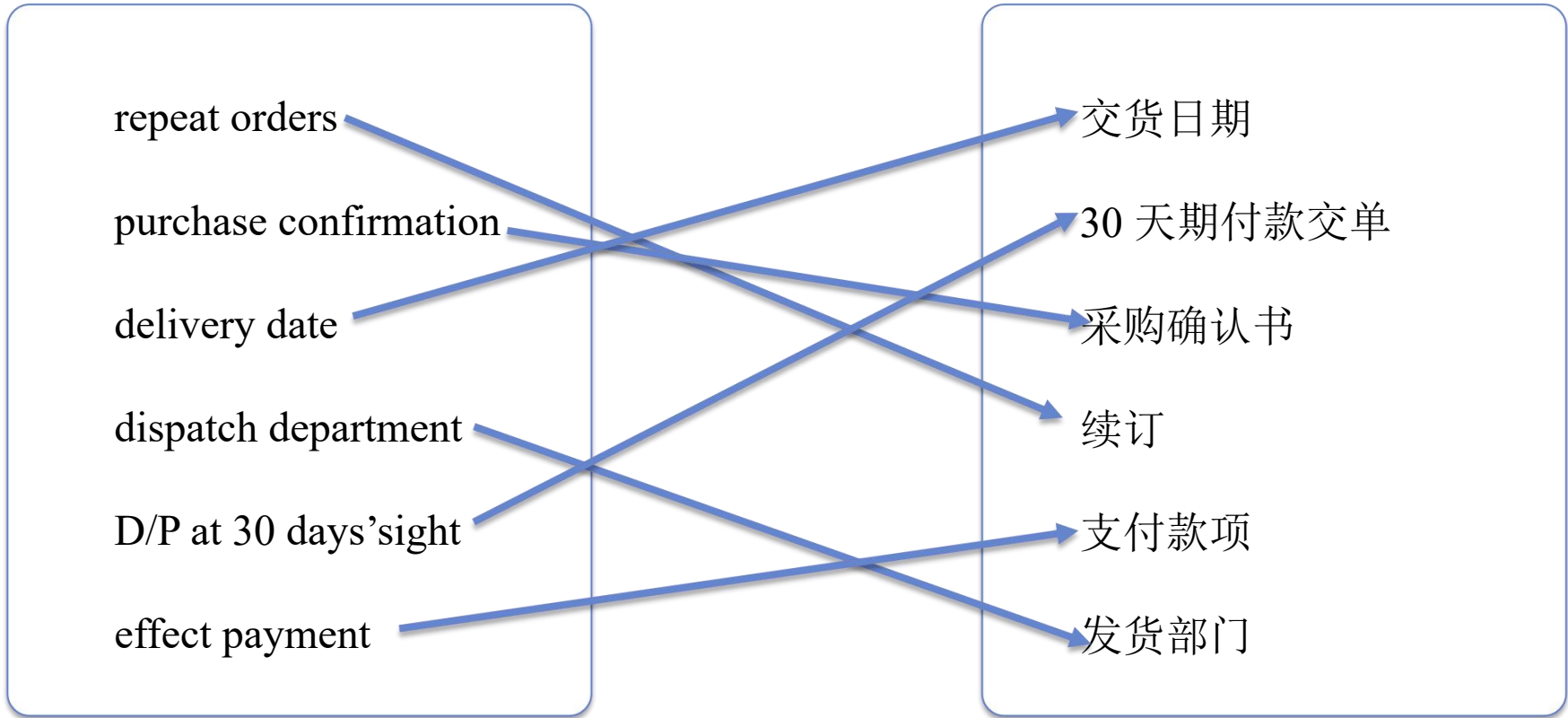
30 天期付款交单

采购确认书

续订

支付款项

发货部门



Make Yourself Skilled

II. Improving Training

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

dispatch

consignment

delivery

effect shipment

acceptable

- (1) Owing to heavy commitments, the goods for delivery by the end of this year have been sold out.
- (2) You may rest assured that we shall effect shipment with the least possible delay upon receipt of the credit.
- (3) We will dispatch your goods as requested.
- (4) If your price is attractive and delivery date can be acceptable to us, we shall place our order with you immediately.
- (5) The consignment covering our Order No. 872 arrived last Sunday.

Make Yourself Skilled

II. Improving Training

Translate the following Chinese parts into English.

(1) We hope that 货物能在8月份前发送。 (consignment, dispatch)

We hope that the consignment will be dispatched before August.

(2) We are sure that 此次的订货会促成未来贸易的进一步发展。 (result in)

We are sure that this first order will result in further business in the future.

Make Yourself Skilled

II. Improving Training

Translate the following Chinese parts into English.

(3) 我们对这一事实很满意 that our glassware are popular in your market. (be satisfied with)

We are satisfied with the fact that our glassware are popular in your market.

(4) We are pleased to confirm 从你处购进50 吨的花生。 (purchase)

We are pleased to confirm having purchased 50 metric tons of peanuts from you.

Make Yourself Skilled

II. Improving Training

Translate the following Chinese parts into English.

(5) We believe that 11 月15 日前可以交货。(make delivery)

We believe that delivery can be made before November 15.

III. Comprehensive Training

Place An Order 订货

Objectives of Training 实训目的

Through training, students learn how to place an order as an importer.

通过实训，学生们学习作为进口商应如何写订货函。

Make Yourself Skilled

III. Comprehensive Training

Training Background 实训背景

Eirik Davis, a Danish customer, recently received samples of new juice products from his supplier Li Dong in China. After screening, Davis selected two juice products and prepared to place orders with suppliers. The selected products are as follows: orange juice G112 (500 cases) and blueberry juice G124(500 cases). Please write an order letter in the name of Davis in list form. Price, trade terms, delivery date, payment terms, packing and other terms are to your option.

丹麦客户 Eirik Davis 近日收到了其中国供应商李东寄来的果汁新品的样品。经过筛选，Davis 选中了两款果汁产品并准备与供应商进行订购，被选中的产品是：橙汁G112（500箱）和蓝莓汁 G124（500箱）。请以 Davis 的名义写一封订单函，以表格形式列明。价格、交易条款、交期、付款方式、包装等条款自拟。

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

Writing Points of Placing an Order 订单函写作要点

An order is a stated intention to engage in a commercial transaction for specific products, including:

Opening: the conclusion of the business, which are:

- a. confirming the terms and conditions of the business;
- b. sending the order.

Body: the details of the goods, which are:

- a. the description of the goods(name, quantity, specification, price, number);
- b. the statement of the mode of packing, the port of destination and the time of shipment.

Closing: expectation of confirmation.

III. Comprehensive Training

开头： 达成交易， 包括——

1. 确认交易条款及条件；
2. 发送订单。

正文： 商品的各项细节， 包括——

1. 商品描述（品名、数量、规格、价格、货号）；
2. 陈述包装方式、目的港、装运时间。

结尾： 表明期望尽快确认。

III. Comprehensive Training

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

- (1) We take pleasure in enclosing our Order No. × × for × ×. 我们很高兴随函附上有关 × × 的第 × × 号订单。
- (2) We hope you will make delivery by the end of ... 我们希望你方在.....月底前交货。
- (3) We will reserve the right to cancel this order. 我们将行使权利取消订单。
- (4) reject the goods 拒绝收货
- (5) for any delay in shipment 因交货延误
- (6) for your reference 信息供你方参考
- (7) Please kindly let us have your confirmation. 尽早确认为盼。

Make Yourself Skilled

Reference 参考答案

Dear Mr. Li,

We thank you for your quotation of May 9 and the samples of juices. We are satisfied with the quality and take pleasure in enclosing our Order No.121 as follows:

Order No.121

| Commodity | Item No. | Specification | Unit Price (per case) FOB Shang Hai | Quantity | Amount |
|-----------------|----------|--------------------------|--|---------------------|--------------------|
| Orange Juice | G112 | 250ml/tin 24tins/case | USD20 | 500 cases | USD10000 |
| Blueberry Juice | G124 | 250ml/tin 24tins/case | USD25 | 500 cases | USD12500 |
| | | | | Total 1000 cases | Total USD 22500 |

Reference 参考答案

We hope you will make delivery by the end of July. Our company will reserve the right to cancel this order or reject the goods for any delay in shipment.

For your reference, we wish to effect payment by D/P at 60 days'sight. Please kindly let us have your confirmation.

Yours faithfully,

Eirik Davis

Manager

Supplementary Reading

1. Placing the First Order (A Relative Letter to Lesson 6 Reading1)

June 25, 2021

Dear Mr. Huang,

Thank you for your letter dated June 10 and quotation.

We feel quite satisfied with the quality and specifications of your products after we studied your samples. Meanwhile, we also know from your letter that you will grant us a 5% discount for the order over 1,000 sets. We are placing an order with you for 5,000 sets of your Heart Rattan Baskets. As we are in urgent need of these products, please make shipment immediately. As soon as we receive your confirmation on the order, we will inform our bank to open an irrevocable L/C in your favor.

You may find it interesting that there is a great demand for woven products in our market. If your shipment is what we have been expecting, subsequent orders will be in large quantities.

Please pay your timely and great attention to this order. We are looking forward to your early reply.

Yours sincerely,

Michael Rigoni

Supplementary Reading

2. An Order (A Relative Letter to Lesson7 Reading2)

September 4, 2021

Dear Mr. Wang,

Order No.393

We are pleased to confirm the mails exchanged between us. From your yesterday's mail we find the price you quote is satisfactory. In order to promote our business relations and our friendship, we accept your discount. We now take pleasure in placing the following order with you:

| Commodity | Quantity | Size | Unit Price (CIF London) | Total |
|------------------------------|---------------|------|----------------------------|--------------|
| Women's 100% Cotton T-shirts | 10,000 pieces | 8 | £ 570.00/100 pcs | £ 57,000.00 |
| | 10,000 pieces | 10 | £ 570.00/100 pcs | £ 57,000.00 |
| | 10,000 pieces | 12 | £ 570.00/100 pcs | £ 57,000.00 |
| | 10,000 pieces | 14 | £ 570.00/100 pcs | £ 57,000.00 |
| | | | | £ 228,000.00 |

The L/C will be opened in 15 days in favor of your company. Please note that the sales season is drawing near and the goods are urgently required in our market. We appreciate it if you can dispatch the goods as soon as possible.

Yours truly,

G. P. Johnson

Supplementary Reading

3. An Order (A Relative Letter to Lesson 7 Specimen 2)

Dear Mr. Li,

We are glad to inform you that we are satisfied with your price given on the previous letter. We now place an order with you for 50 metric tons of garlic of 5cm. Please confirm the order and send the contract soon.

Yours faithfully,

Naniek Utami Handayani

Lesson 9 Sending a Contract 寄送合同

Specimen 1 Sending a Contract

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

July 29, 2021

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

Dear Mr. Handayani,

With reference to the e- mails exchanged between us, we are pleased to confirm having concluded with you a transaction of 50 metric tons of garlic. Enclosed you will find our Sales Contract No.354 in duplicate, of which please countersign and return one copy to us for our file.

Specimen 1 Sending a Contract

Please open the relative L/C at an early date, so that we can arrange the shipment as soon as possible.

Looking forward to your immediate reply.

Yours faithfully,
Li Wen

Sending a Contract 寄送合同

Specimen 2 A Counter Signature

May 3, 2021

Dear Mr. Li,

We have duly received your Sales Contract No.354 for 50 metric tons of garlic in duplicate. As requested, we return herewith one copy completed with our **counter signature**.

We have already established with the Bank of China, Jakarta the relative L/C, which we believe will reach you soon. Upon receipt, please arrange shipment and advise us of the **name of steamer** and **date of sailing** immediately.

Yours sincerely,

Naniek Utami Handayani

Tags

Sales Contract

销售合同

name of steamer

船名

counter signature

会签

date of sailing

开航日期

Arm Yourself

1 exchange v./ n. 交换, 交流, 兑换

e.g. 互通有无。

Exchange what one has for what one needs.

我们现在缺少现汇。

We are short of cash in foreign exchange.

exchange rate 汇率

e.g. 今天的汇率是1 英镑换252 日元。

The exchange rate today is 252 Japanese yen to the pound.

exchange of sth. 交换, 交流, 互换

2 conclude v. 达成，得出，实现

conclude business with sb. 和.....成交

e.g. 通常我们以CIF 的价格和我们的顾客成交。

Usually, we conclude business on CIF terms with our customers.

我们已与你方其他买主按我们的价格成交了业务。

We've concluded business with other buyers in your area at our level.

n. conclusion 结论，成交

e.g. 非常高兴，我们已达成50 吨中国螺纹钢的交易。

We are glad that the deal for 50 tons of Chinese rebar has been brought to a conclusion.

Arm Yourself

3 transaction n. 交易，成交

conclude a transaction with sb. 成交

v. transact 做生意，成交

transact business with sb. in sth.

transact sth. with sb.

e.g. 这次交易的成功标志着我们长期友好关系的开始。

The conclusion of this transaction will mark the beginning of our long friendly relations.

我们期望你们在初次交易中给予我们较大的让步。

We desire that you give us big concessions in the first transaction.

4 in duplicate 一式两份

duplicate n. 复制, 复制品, 两份中的一份; v. 复制, 重复

e.g. 能否给我配制一把钥匙?

Could you duplicate the key for me?

duplicate your order of 续订, 相当于repeat your order of

注意区分: duplicate your order: supply again

duplicate our order : place a repeat order

e.g. 我方想再次向你方订购100台缝纫机。

We would duplicate the order for 100 sets.

5 for our file 存档, 归档, 存卷

e.g. 要把这些文件整理好存档以备查阅。

These documents will be arranged for our file in order to be consulted.

file n. 卷宗, 档案

e.g. 我公司的卷宗表明, 约在二年前贵方购去针织机一台。

Our files indicate that you bought from us about two years ago one set of knitting machine.

file vt. 归档

e.g. 很遗憾, 由于我方目前不能报出实盘, 不得不将你方询价存入档案供将来参考。

We regret to find it necessary to file your enquiry for future reference as we are at present not in a position to make any firm offer.

6 arrange v. 安排

句式: arrange (for) sth.

arrange for sth. to be done

arrange for sb. to do sth.

arrange to do sth.

e.g. 我们的安排没有什么不对的。

There is nothing unusual of our original arrangement.

他们到达饭店前已做好安排。

Arrangements had been made before they arrived at the hotel.

你知道他们做的年度生产计划吗？

Do you know the arrangements they have made concerning the year's production?

Arm Yourself

7 duly adv. 及时地

同义: in due course, in good time, in time, in due time

adj. due

(1) 欠的, 应付的

e.g. 我们寄去支票支付欠你方的100 美元。

We send you a check in payment for USD100 due to you.

欠你方的佣金将在本月支付。

The commission due to you will be paid at the end of this month.

(2) 适当的

e.g. 经过适当的考虑, 他们决定接受我们的建议。

After due consideration, they decided to accept our proposal.

我们希望在适当的时候付款。

We hope that the payment will be made in due time.

(3) 约定的, 商定的, 预期的

e.g. 飞机定于10 点起飞。

The plane is due to take off at ten.

你方所指定的东风轮预定于下月初开航。

S.S.“ Dongfeng ” designated by you is due to sail at the beginning of next month.

Arm Yourself

(4) 到期的

e.g. 你方信用证已到期。

Your L/C has come due.

prep. due to 因为

区别于 owing to

e.g. 货物损坏是由不良包装引起的。

The damage to the goods is due to improper packing.

我们很遗憾由于我们无法掌握的情况而造成的延误。

We greatly regret the delay which has been due to circumstances beyond our control.

e.g. 由于包装不注意，引起了损失。

Loss occurred owing to careless packing. (owing to 多用于状语)

Loss is due to careless packing. (due to 可作表语、定语)

adj. overdue 超时，过期

e.g. 关于20吨大米的装运很快就要超过期限了。

The shipment of 20 tons of rice is rapidly coming overdue.

8 as requested 按照.....要求

v./n. request 要求

request for sth.

request sb. to do sth.

request that

e.g. 应你方代理商要求，寄上对等货样。

We are sending the counter sample at the request of your agent.

我们希望你们能及时处理我们建立业务关系的要求。

We hope you can give prompt attention to our request for the establishment of business relations.

9 advise v. 通知；建议

e.g. 我们准备好就会通知你方交货期。

We will advise you of the delivery time as soon as we make preparation.

advise /persuade sb. to do sth. 劝说某人做某事

合同

通过前面的谈判交涉，我们往往会与客户达成一系列的协议。但是，接受虽然对双方有约束力，我们仍应通过合同的方式加以确认。合同具有法律效力，一旦订立，以后的贸易活动都应与合同一致。常见的外贸业务中，书面合同形式比较普遍。书面合同包括正式的合同、确认书、协议书、备忘录、订单等。

- ① **正式的合同 (Contract)**：它全面详细，对合同签订双方的权利义务及发生争议后的处理方法都有详尽规定，适合大宗的商品和成交额比较大的交易。
- ② **确认书 (Confirmation)**：它是简式合同，条款相对简单，主要适用于成交额相对较小或已经订有代理、包销等长期协议的交易。
- ③ **协议书 (Agreement)**：它是较灵活的方式，可复杂可简单。如明确规定了买卖双方的权利义务，那么它与合同一样具有法律效力；若它仅是双方商定的部分条件而签定的“初步协议”，则没有法律效力。
- ④ **备忘录 (Memorandum)**：它主要起记录洽谈内容，供以后查询的作用。如备忘录记录的交易条件完整、明确、具体，且经双方签字，它跟合同一样具有法律约束力。
- ⑤ **订单 (Order)**：订单是买方拟订的订购单。买卖双方达成交易后，供货方通常制作合同或确认书两份给购货方，要求其会签一份。但有些情况买方会直接将他的订单寄来，要求卖方会签。这实际上就是购货合同。

Make Yourself Skilled

I. Basic Training

Choose the best answer for each sentence.

Sales Contract

counter signature

conclude transaction

date of sailing

in duplicate

make arrangement

会签

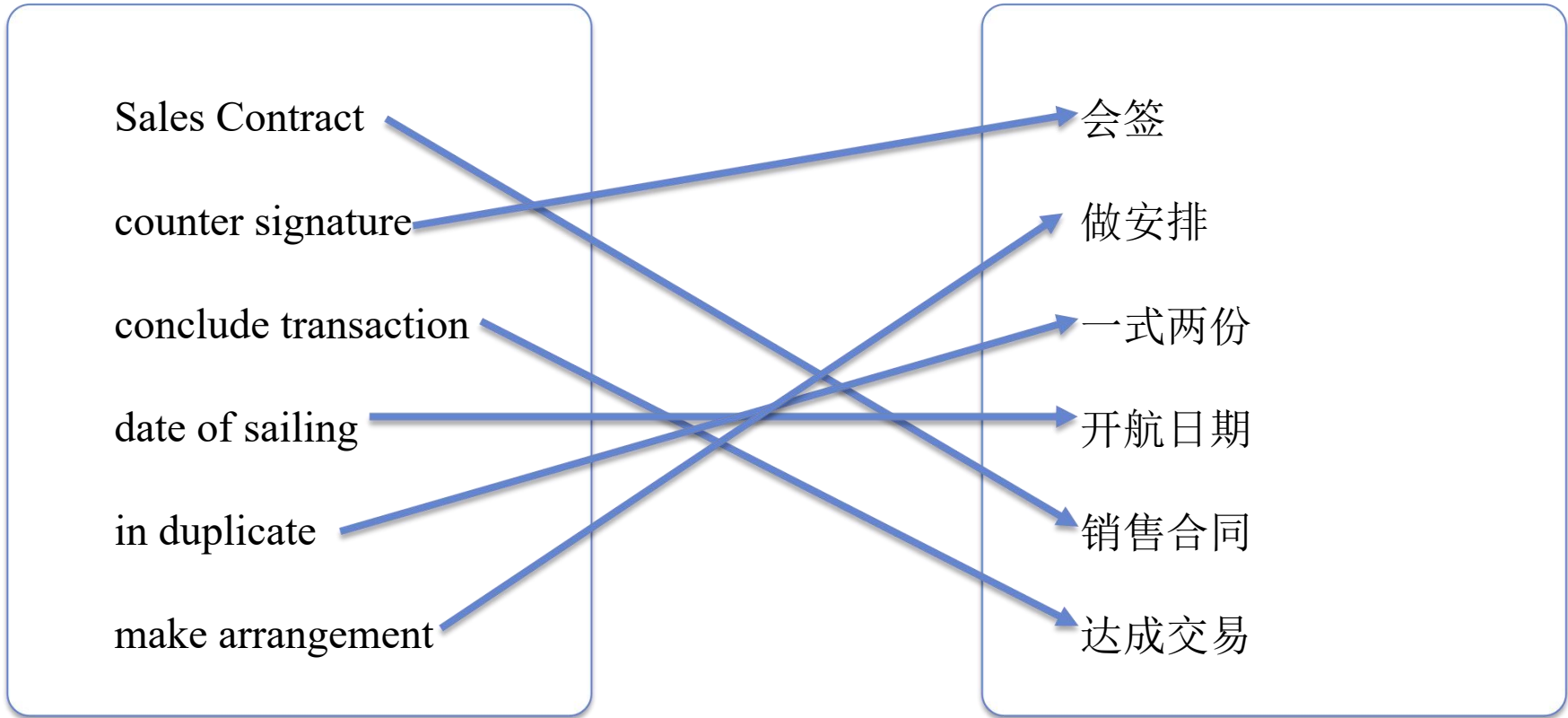
做安排

一式两份

开航日期

销售合同

达成交易



Make Yourself Skilled

I. Basic Training

2. Choose the best answer for each sentence.

(1) We hope you can give prompt attention to our request for the _____ of the relative L/C.

A. establishing

B. establish

C. establishment

D. established

(2) Referring to the latest _____ of letters, we are pleased to confirm having concluded with you a transaction of 100 tons of coal.

A. exchanged

B. exchanging

C. being exchanged

D. exchange

(3) Thank you for your repeat order which, as usual, is receiving our immediate attention.

As _____, we will effect the shipment well in time.

A. advised

B. referred

C. requested

D. concluded

Make Yourself Skilled

I. Basic Training

2. Choose the best answer for each sentence.

(4) We have made out and sent you our Sales Confirmation No.6060 _____ and please send back one copy duly countersigned.

- A. in duplicate B. of duplicate C. of two copies D. in two copies

(5) We will _____ you of the delivery time as soon as we make preparation.

- A. mention B. note C. learn D. advise

Make Yourself Skilled

II. Improving Training

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

in duplicate

upon receipt

as requested

arrangement

exchange

- (1) We are sending the counter sample as requested.
- (2) Free exchange of goods was advantageous to all.
- (3) Please make the Sales Contract in duplicate.
- (4) We want you to arrange shipment upon receipt of this letter.
- (5) We have made the arrangement before they arrived at the hotel.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(1) 近来我们的电子邮件往来 has resulted in this conclusion of transaction. (exchange)

The recent exchange of E- mails between us has resulted in the conclusion of the transaction.

(2) We are very pleased to enclose S/C No.2060 in duplicate, 请你方签字并退回一份, 以备我方存档。(countersign, for our file)

We are pleased to enclose S/C No.2060 in duplicate. Please counter sign one copy and return to us for our file.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(3) We'll make shipment, 装船后我们会通知你方船名和开航日期。(advise)

We'll make shipment, and after shipment we'll advise you of the name of the vessel, and the date of sailing.

(4) We agreed to 以每吨500 美元的价格达成交易。(conclude)

We agreed to conclude the transaction at the price of USD 500 per ton.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(5) 按照合同要求, we will make shipment before September 10. (as requested)

As requested, we will make shipment before September 10.

III. Comprehensive Training

Sending a Contract 寄送合同

Objectives of Training 实训目的

Through training, students learn how to write a letter of sending a contract as an exporter.

通过实训，学生们学习作为出口商应如何写寄送合同函。

Make Yourself Skilled

III. Comprehensive Training

Training Background 实训背景

Zhejiang Xing Xin Textile Company has concluded a transaction for bed sheets and pillowcases with Aloman Trading Company of Britain recently. Please write a business letter of sending a S/C in the name of Xing Xin Company. The letter should include the following contents:

- a. to confirm the order (No. 237) for bed sheets and pillowcases
- b. to send a S/C (No. BP 103), asking for the counter signature
- c. to hope for the opening of the L/C
- d. to ensure prompt shipment
- e. the expectation for further orders

III. Comprehensive Training

浙江兴欣纺织品公司近日与英国阿罗曼贸易公司达成了一笔关于床单和枕头套的交易，请以兴欣公司的名义写一封寄送销售确认书的商业信函。信中应包括以下内容：

- a. 确认床单和枕头套的订单（编号：237 号）
- b. 寄送销售确认书(编号:BP 103)，要求会签
- c. 希望能开出信用证
- d. 保证按时交货
- e. 对进一步订货的期望

Make Yourself Skilled

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。

Make Yourself Skilled

III. Comprehensive Training

Training Guidelines 实训指南

1. Writing Steps 写作步骤

Writing Points of Sending a Contract 寄送合同函写作要点

Opening: confirming the business.

Body: a. sending the Sales Contract;

b. the main clauses of the contract, reflecting duties and obligations of both parties.

(commodity, quality, specifications, quantity, price, packing, shipment and payment, etc.)

Closing: expectation of the counter signature.

III. Comprehensive Training

开头： 确认交易达成。

正文：

1. 发送合同；

2（.重申）表明双方权利义务的合同主要条款（如品名、质量、规格、数量、价格、包装、装运和付款方式等）。

结尾： 期望尽快会签。

III. Comprehensive Training

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

(1) We are very pleased to confirm having concluded with you a transaction of... 我方很高兴确认与你方达成.....的交易。

(2) Enclosed you will find our Sales Contract No. × × in duplicate. 随函附上第 × × 号销售合同，一式两份。

(3) Please countersign the contract and return one copy to us for our file. 请会签合同并寄回一份复印件供我方存档。

(4) Please open the relative L/C at an early date. 请尽早开立相关信用证。

(5) arrange shipment 安排装运

Make Yourself Skilled

Reference 参考答案

Dear sirs,

We have booked your order No. 237 for bed sheets and pillow cases and are sending you herewith our Sales Confirmation No. BP 103 in duplicate. Please counter sign and return one copy to us for our file.

It is understood that a letter of credit in our favor covering the above-mentioned goods will be established immediately. We wish to point out that the stipulations in the relevant credit should strictly conform to the terms stated in our confirmation. You may rest assured that we shall effect shipment with the least possible delay upon receipt of the credit.

We appreciate your cooperation and look forward to receiving your further orders.

Yours faithfully,

Supplementary Reading

1. Sending a Sales Confirmation (A Relative Letter to Lesson 8 Reading 1)

July 2, 2021

Dear Mr. Rigoni,

We have great pleasure in enclosing copies of emails exchanged between us resulting in the conclusion of business for 5,000 sets of heart rattan baskets.

We enclose our sales confirmation No. S2021808 in duplicate. Please sign the bottom copy and return it to us for our file. We look forward to receiving your future enquires and orders.

Yours faithfully,

Huang Kai

2. A Sales Confirmation

售货确认书

A SALES CONFIRMATION

合同号码 S/C No. : S2021808

签约日期 Date: 2021-7-02

签约地点 Signed At: GUANGZHOU

卖方 The Seller: CHINA WIN-WAY TRADING CO., LTD.

联系人 ATTN: HUANG KAI

地址 Address: NO.40 , QIANJIN STREET , BAIYUN DISTRICT ,
GUANGZHOU, GUANGDONG, CHINA , 510000

电话 Tel: 086-020-86497518

传真 Fax: 086-020-86497518

电子邮箱: E-Mail: China Win-Way@hotmail.com

买方 The Buyer: EAST-WEST TRADING GMBH

联系人 ATTN: MICHAEL RIGONI

Supplementary Reading

2. A Sales Confirmation

地址 Address: NO.40 , QIANJIN STREET , BAIYUN DISTRICT ,
GUANGZHOU, GUANGDONG, CHINA , 510000

电话 Tel: 086-020-86497518

传真 Fax: 086-020-86497518

电子邮箱: E-Mail: China Win-Way@hotmail.com

买方 The Buyer: EAST-WEST TRADING GMBH

联系人 ATTN: MICHAEL RIGONI

地址 Address: OTTO-HAHN-RING 20, D-81739 MUNCHEN, GERMANY

电话 Tel: 0049-89-63601

传真 Fax: 0049-89-63652000

电子邮箱 E-Mail: East-West@hotmail.com

兹确认售予你方下列货品,其成交条款如下:

We hereby confirm having sold you the following goods on terms and conditions as specified below:

| 1.商品名称 COMMODITY | 2.数量 QTY | 3.单位 UNIT | 4.单价 PRICE | 5.总值 AMOUNT |
|-----------------------------|-------------|--------------|---------------|----------------|
| HEART RATTAN BASKET | 5,000 | SET | EUR 9.5 | EUR 47,500.00 |
| FOB GUANGZHOU EUR 47,500.00 | | | | |

6. 包装

Packing: BE PACKED IN POLYBAGS OF ONE SET EACH, 20 SETS TO A CARTON LINED WITH WATER PROOF MATERIAL

2. A Sales Confirmation

7. 装运期限

Time of shipment: ON/BEFORE OCTOBER 31, 2021

8. 装运口岸和目的港

Loading Port and Destination Port: SHENZHEN, CHINA TO MUNICH, GERMANY

9. 分批装运和转船

Partial Shipment and Transshipment: ALLOWED

10. 支付条款

Terms of Payment: BY IRREVOCABLE LETTER OF CREDIT PAYABLE BY DRAFT AT SIGHT. THE RELEVANT L/C SHOULD BE OPENED AND REACH THE SELLER 30 DAYS BEFORE THE MONTH OF SHIPMENT, AND VALID FOR NEGOTIATION IN GUANGZHOU, CHINA TILL THE 15TH DAY AFTER THE LATEST DATE OF SHIPMENT.

11. 运输标记

Shipping Mark: AS PER SELLER'S OPTION

Supplementary Reading

2. A Sales Confirmation

12. 备注

Remarks:

卖方

THE SELLERS

签字

SIGNATURE

日期

DATE

买方

THE BUYERS

签字

SIGNATURE

日期

DATE

请在本合同签字后寄回一份存档

PLEASE SIGN AND RETURN ONE COPY FOR FILE

*单价是卖方给了5%折扣后的价格

A transaction is concluded after an offer has been accepted or an order has been placed. A contract should be made out according to the terms and conditions. The buyer and the seller may conclude their business by using the sentences and main points as follows:

1. Placing an order, typical sentences and expressions such as :

● We can accept your offer on these terms, and are pleased to place an order for...

我们可按此条款接受你方报盘，很高兴向你方订购.....

● Pleased send us the goods as follows:

请给我方寄下列商品：

● With reference to your quotation, we enclose our order for immediate delivery.

兹提及你方报价，我们随附订单，要求立即装运。

● As the goods are urgently needed, we should be grateful for delivery by...

由于急需此货，如能.....前交货，我们将非常感激。

2. Confirming an order with typical expressions as follows:

● We are pleased to acknowledge your order for...

很高兴收到你方.....订单。

● Your order is being processed, and delivery will be made as requested.

正在处理你方订单，将按要求交货。

● We confirm that shipment will be made by March 15 on your request.

我们确认根据你方要求，货物将于3月15日前装运。

● Delivery will be made on receipt of your confirmed irrevocable L/C.

一收到你方保兑的、不可撤销信用证，我们立即装运。

3. Declining an order with typical expressions as follows:

- We regret to inform you that the goods ordered are out of stock.

很遗憾地通知你方，所订货物暂时无货。

- We can offer you a substitute which is at the same price and of the similar quality to the goods ordered.

我们可以报给你方替代品，价格、质量都跟所订货物一样。

- Unfortunately the goods you ordered can not be supplied due to heavy commitments.

很遗憾，所订货物由于订货太多无法供应。

- Because of the high cost of the raw material, we find it difficult to...

由于原材料成本很高，我们认为很难.....

- We regret that we have to decline this order as...

很遗憾，由于.....不得不拒绝订货。

4. Concluding a transaction with typical expressions as follows:

● We are glad to have concluded this transaction with you by sending...

很高兴与你方达成交易，寄去.....

● Although your price is below our level, we accept your order in view of our initial business.

虽然你方价格比我们的低，但考虑到这是我们之间的第一笔交易，就接受你方订货了。

● We agree to conclude the business at the price...

我们同意按.....价格成交。

5. Sending a contract with typical expressions as follows:

- We are pleased to enclose our contract...

很高兴随函附上.....合同。

- We are enclosing our S/C No. 12 in duplicate.

随函附上12号销售合同，一式两份。

- You will receive our S/C and please countersign and return one copy to us for our file.

你们将收到我方销售合同，请会签并退回一份供我方存档。

- Our S/C No.12 in two originals was airmailed to you.

航空邮寄给你方12号销售合同，一式两份。