

Chapter Four Offers

A proposal for concluding a contract addressed to one or more specific persons constitutes an offer if it is sufficiently definite and indicates the intention of the offeror to be bound in case of acceptance .A proposal is sufficiently definite if it indicates the goods and expressly or implicitly fixes or makes provisions for determining the quantity and the price .Such a proposal is usually referred to as a firm offer in China's foreign trade practice .Conversely, if a proposal for concluding a contract is made with reserve and contains such qualifying phrases as “ subject to prior sale” or “subject to our final confirmation” or “without engagement” , then the proposal does not constitute a firm offer . It is called free offer in China .

An offer can be made by either the buyer or the seller .In making an offer the seller uses words such as “offer” , “quote” and “supply” while the buyer uses “book” , “order” or “bid” .

When writing a letter for making an offer the offeror should

- 1 express thanks for the enquiry ;
- 2 provide details about price, discount and terms of payment;
- 3 state date of delivery or time of shipment ;
- 4 express hope that the offer will be accepted and assure the offeree of good service .

I

Dear Sirs,

We thank you for your fax enquiry for Groundnuts CFR Copenhagen dated September 25 .

In reply , we offer firm, subject to your reply reaching us on or before September 30, 250 metric tons of Groundnuts, Handpicked , Shelled and Ungraded at USD250.00 CFR per metric ton Copenhagen or any other European Main Port . Shipment is to be made within two months after receipt of your order . Payment is by L/C payable by sight draft .

Please note that we have quoted our most favorable price and are unable to entertain any counter offer.

As you may be aware that there has been lately a large demand for the above commodity .Such a growing demand has doubtlessly resulted in increased prices. However you may avail yourselves of the strengthening market if you place an order with us without delay.

Yours faithfully,

Words and Expressions

groundnut n.	花生
shelled n.	去壳的
entertain vt.	接受 , 愿意考虑
counter offer	还盘

II

Dear Sirs,

We thank you for your letter dated April 8 inquiring for leather bags .

As requested , we take pleasure in offering , subject to our final confirmation , 300 dozen deerskin handbags Style No. MA190 at USD134.00 per dozen CIF Hamburg . Shipment will be effected within 30 days after receipt of the relevant L/C to be issued by a prime bank in our favor upon signing Sales Contract .

We are manufacturing various kinds of leather purses and waist belts for export and under separate cover a brochure of products has been mailed to you by airmail today .We hope some of them would meet your customers' tastes and needs .

If we can be of any further help , please feel free to let us know .Customers' enquiries always meet with our careful attention .

Yours truly,

Words and Expressions

leather	n.	皮革
deerskin	n.	鹿皮
prime	adj.	最好的 , 一流的
purse	n.	钱包
waist belt		腰带 , 裤带
brochure	n.	小册子

III

Dear Sirs,

We are in receipt of your letter dated March 21 and, as requested, are airmailing you , under separate cover , one catalog and two sample books for our printed shirting . We hope they will reach you in due course and will help you in making your selection .

In order to start a concrete transaction between us , we take pleasure in making you a special offer , subject to our final confirmation , as follows:

Art.No.81000 Printed Shirting

Design No. 72435-2A

Specifications :30X36X72X69 35/6" X42 yds

Quantity: 18,000yards

Packing: In bales or in wooden cases , at the seller's option .

Price: USD1.15 per yard CIFC5% Lagos

Shipment: To be made in three equal monthly installments ,beginning from June 2002

Payment : By confirmed , irrevocable L/C payable by draft at sight to be opened 30 days before the time of shipment.

We trust that the above terms will be acceptable to you and await with keen interest your trial order.

Yours faithfully,

Words and Expressions

printed shirting		印花细布
concrete	adj.	具体的
packing	n.	包装

bale n. 大包，大捆
option 选择
installment n. 分期付款

IV

Dear Sirs,
Thank you for your enquiry dated June 15 for our raincoats.
Our “A.D.K.” range is particularly suitable for warm climates .During the past few years we have been supplying this range to dealers in several tropical countries . From many of them we have already had repeat orders . This range is popular not only because it is light in weight , but also because the material used has been specially treated to prevent excessive condensation on the inside surface.

For the quantity you state we are pleased to quote as follows:

“A.D.K.” Raincoats

Description	Size	Quantity	Unit Price	Amount
Men’s	M	1000	USD3.00/PC	USD3000.00
Men’s	S	1000	USD2.75/PC	USD2750.00
Women’s	M	1000	USD2.50/PC	USD2500.00
Women’s	S	1000	USD2.25/PC	USD2250.00

Total Amount USD10500.00

Net CIF Alexandria, Egypt

Payment: By L/C at sight .

Shipment :Within 30 days after receipt of the L/C.

This quotation is subject to our final confirmation.

We feel you may be interested in some of our other products and enclose our sales literature .

We look forward to your order.

Yours truly,

Words and Expressions

raincoat n. 雨衣
dealer n. 商人
tropic adj. 热带的
excessive adj. 过多的,极度的
condensation n. 冷凝(作用)

Useful Sentences:

- 1 Their fine quality ,attractive designs and the reasonable prices at which we offer them will convince you that these materials are good value for money.
- 2 We take pleasure in offering you the goods at ...USD per metric ton CIF Vancouver , subject to your reply reaching us not later than May 1,2002 .
- 3 We trust that you will find our offer acceptable , which shall be kept open against your cable reply.

- 4 We must stress that this offer is firm for three days only because of the heavy demand for the limited stock.
- 5 This offer shall remain open until the end of this month.
- 6 Unless otherwise stated or agreed upon, all prices are without discount .
- 7 We offer firm the following on the same terms and conditions as the previous contract , subject to your reply here within one week from today.
- 8 We can supply Groundnut from stock.

Exercises

I Translate the following sentences into Chinese :

- 1 We are making you the following offer , subject to your reply reaching here within five days from today.
- 2 The above offer is subject to our final confirmation .
- 3 We will appreciate receiving at the earliest possible day your offer for walnut meat of the new season.
- 4 We regret to say that first grade Black Tea is out of stock for the time being .
- 5 You may avail yourselves of the strengthening market if you cable your acceptance without delay.
- 6 In reply to your letter of March 20 , we are making you the following offer without engagement.
- 7 Please be informed that this offer is open for only one week because of frequent market fluctuations.

II Translate the following sentences into English:

- 1 本报盘五日内有效。
- 2 本报盘以收到你方订单时， 货物未售出为有效。
- 3 按照你方要求， 我们报 50 公吨大豆的实盘如下 ， 以一周内你方复到为准 。
- 4 我们可以从现货中供应你方 3000 打 “天坛”牌男衬衫 。
- 5 我们确认卖给你方 50 公吨花生 。
- 6 我们相信我们所报的价格会得到你方认可 。
- 7 我方存货日减少， 建议你方及时下达订单 。
- 8 兹复你方三月二日询盘 ,我方乐于报最优惠价格 。

III Translate the following letter into Chinese :

Dear Sirs,

Thank you for your enquiry of November 20 . We are glad to offer you 1000 dozen steel tapes of two meters at USD5.00 per dozen CIF Karachi .Shipment can be made in December after receipt of your L/C .

We must stress that this offer is firm for five days because the price of steel is rising rapidly and we shall have to adjust our price from USD5.00 to USD7.00 per dozen CIF Karachi from the beginning of next month.

Our steel tapes are made of quality material and can compare favorably with those made by other manufacturers .

To take advantage of the present special offer it is advisable for you to book your order without

delay.

Yours truly,

IV Suppose you are a curtain material manufacturer .You have just received an enquiry. You are supposed to write a letter ,giving favorable comments on the goods and recommending the client's acceptance .

Chapter Five Counter-offers

When the offeree has studied the offer, he may find some of the terms or even all the terms unacceptable .In this case the offeree makes a counter-offer by putting forward his own terms and conditions .The counter-offer constitutes a new offer .This process of making offers and counter-offers continues until agreement is reached and business concluded .

When writing a letter making a counter-offer, the writer should:

- 1 thank the offeror for the offer;
- 2 express regret at inability to accept;
- 3 make a counter-offer if possible;
- 4 suggest other opportunities for doing business .

I

Dear Sirs,

We acknowledge receipt of both your offer of May 5 and the samples of Men's Shirts, and thank you for these .

While we appreciate the good quality of your shirts we find your price is rather too high for the market we wish to supply .

We also have to point out that men's shirts are available in our markets from several European manufacturers. All of them are at prices from 15% to 20% below yours.

Such being the case, we have to ask you to consider if you can make a reduction in your price, say, 10% . As our order would be worth around Stg.50,000.00 , you may think it worthwhile to make a concession .

We await with keen interest your immediate reply .

Yours faithfully,

Words and Expressions

manufacturer	n.	制造商
such being the case		在此情形下
reduction	n.	缩减,减少
concession.	n.	让步

II

Dear Sirs,

Cotton Printed Shirting 2345

We are in receipt of your fax dated July 26 from which we note your offer for the captioned goods at Stg...per yard .Kindly be informed that all our competitors are booking locally at Stg...In order to cope with the prevailing heavy competition we have to book at Stg... We earnestly ask you to accept this price .

With regard to the minimum quantity of 10,000 yards per design which you asked for in your fax , we have to point out that in your previous letter of June 20 the minimum quantity was 7,500 yards . We ask you to accept this lower minimum . We have booked a total of 45,000 yards in six designs .

Please let us have your fax confirmation at your earliest convenience .

Yours faithfully,

Words and Expressions

print vt. 在(织物)上印花
earnestly adv. 认真地 , 真诚地
minimum adj. 最小的 ,最小量

III

Dear Sirs,

We thank you for your fax offer of June 1 for 25,000 yards of rayon/woolen mixed fabric and 23,000 yards of dyed cotton shirting .

We immediately contacted our customers and they showed a strong interest because there is a growing demand for cotton textiles . The prices you quoted , however , are found too much on the high side . ABC Company , one of our customers , told us that they would possibly take up your entire stock of dyed cotton shirting, provided the material is offered lower than 95p per yard .ABC is one of the leading manufacturers in our country , so there is a good chance of finalizing an order with them if the present price can be lowered to meet their requirement . We hope you will take advantage of this chance so that you will benefit from the expanding market.

As for the rayon/woolen mixed fabric , our customers hold a fairly large stock at present because of large shipments received from Hong Kong . You will soon receive orders from us because we are sure that the recent brisk demand will deplete our stock before long .

In these circumstances, we are most anxious that you will do your utmost to reduce the price for dyed cotton shirting and we await your reply with keen interest .

Yours faithfully,

Words and expressions

rayon n. 人造丝 ,人造丝纤维
woolen adj. 羊毛制的 ,毛线的
fabric n. 织物
finalize vt. 把(计划等)最后定下来
brisk adj. 活跃的 ,兴旺的
deplete vt. 消耗 ,耗尽

utmost n. 极限 ,最大可能

IV

Dear Sirs,

Re: "A.D.K." Raincoats

We write to thank you for your letter of June 25 and for the booklets you kindly sent us.

We appreciate the good quality of these raincoats, but unfortunately your prices appear to be on the high side . To accept the prices you quote would leave us with a small profit on our sales since this is an area in which the principal demand is for articles in the medium price range. Therefore we suggest that you make some allowance ,say, 8% on your quoted prices ,which would help to introduce your goods to our customers . If you cannot do so , then we must regretfully decline your offer as it stands .

For your information, some parcels of Japanese make have been sold here at a much lower price .We hope that you will consider our counter-offer favorably and fax us your acceptance.

Yours faithfully,

Words and Expressions

allowance n. 折扣 ,折让

parcel n. 一批货

Useful Sentences

- 1 If you raise your order to 10,000 dozen then we can quote you the price of USD10.00 per dozen CIF Rotterdam .
- 2 Your top quality goods are priced too high for us. Please send us the prices of your average quality items .
- 3 We can accept your special offer if you assure us of improved packing .
- 4 Please reconsider your payment terms and let us have your revision of the offer dated...
- 5 Your competitors are offering considerably lower prices and unless you reduce your quoted prices , we shall have to buy elsewhere .
- 6 We do not see any advantage in your quotation and would like to know whether you have any better value to offer ?
- 7 We regret that it is impossible to accept your counter-offer ,even to meet you half way . The price of raw materials has advanced 20% and we shall shortly be issuing an advanced price list .
- 8 We hope you will see your way to adjust your price so as to enable us to cope with competition.

Exercises

I Translate the following sentences into Chinese :

- 1 We regret to say that we cannot accept your offer , as your price is found to be on the high side .
- 2 While appreciating the good quality of your shirts, we find your price is prohibitive.
- 3 Such being the case ,we have to ask you to consider if you can make a reduction in your price , say,5% .

4 Your price is out of line with the prevailing market level .

5 Much as we would like to cooperate with you in expanding sales , we are regretful that we just cannot see our way to entertain your counter-offer ,as the price we quoted is quite realistic .

6 Much to our regret , we find it intolerable to comply with your request because ours is the best possible price if you take the quality into consideration .

7 The gap in price is so big that it can't be bridged.

8 It is always a pleasure to help you , but a 10% price reduction is out of the question .

II. Translate the following sentences into English :

1 如果贵公司能将报价降低 3% , 则我公司愿意接受 。

2 考虑到我公司所报价格为最低价格, 故我公司无法满足贵公司降价要求 。

3 我们无法接受你方 9 月 10 日关于降低我内衣价格的要求。

4 如果订货超过 1000 打, 我方愿降价 2% 。

5 最近原材料价格上涨, 我们最多能给 3% 的折扣。

6 你方还价与市价不一致 。

7 我们不否认你方产品质量比日本货优良, 但差价无论如何不能达到 20% 。

8 花生行市目前见疲, 除非你方能降价 5% , 否则无法达成交易。

III Translate the following letter into Chinese :

Dear Sirs,

Re: Groundnut Kernels FAQ 2002 Crop

We are in receipt of your letter of August 22 offering us 50 metric tons of the captioned goods at RMB ¥ 3,700 per metric ton on the usual terms .

In reply , we regret to inform you that our buyers in Rotterdam find your price much too high . Information indicates that some parcels of Indian origin have been sold here at a level about 10% lower than yours .

We do not deny that the quality of Chinese kernels is slightly better , but in no case should the difference in price be as big as ten per cent . To step up trade , we counter-offer as follows ,subject to your reply reaching us on or before September 14 .

50 metric tons of groundnut kernels FAQ 2002 Crop

at RMB ¥ 3,550 per m/t CIF Rotterdam

other terms as per your letter of August 22

As the market is declining , we recommend your immediate acceptance .

Yours faithfully ,

IV Suppose you are a seller. One of your clients demands a 10% price reduction .After a careful calculation you find the best you can do is to grant a 3% reduction .Write a letter declining the price-cutting request of your client .

Chapter Six

Orders

When consensus is reached between the buyer and the seller , the former places an order with the latter either orally or in writing .The order should be accurate and clear .No important information should be left out to facilitate smooth execution of the order .Upon receipt of the order the seller should acknowledge it and assure the buyer of prompt and careful execution of the

order.

I

Dear Sirs,

We thank you for your letter of April 4 with which you enclosed your pricelist and catalog , and for samples of shoes .

We agree that the quality is up to the standard and the prices you quoted are reasonable. We also note that you will allow us a discount of 5% on an order worth USD10,000 or more. We ,therefore , have faxed you our Order 888 on Wednesday ,which reads as follows:

Commodity: Ladies and Children's Shoes

Article No.	Quantity	Unit Price	Total Price
1021	400 pairs	USD12.00	USD4800.00
1024	400 pairs	USD10.50	USD4200.00
1025	200 pairs	USD9.50	USD1900.00
Total	1000 pairs		USD10900.00
	Less 5% discount		USD545.00

USD10355.00

Please note that as these goods are badly needed here, we should be most grateful if you could dispatch the goods as soon as possible .

Yours truly,

Words and Expressions

discount n. 折扣

dispatch vt. 发送

II

Dear Sirs,

We are in receipt of your letter of June 18 and are pleased to inform you that we have decided to order from you the following:

5000 pcs of Cowhides at RMB ¥ ...per pc. CFR London

These 5000 pieces are to be packed in two lots,2000 and 3000 , and shipped on two separate Bills of Lading as they are intended for two different customers.

Please mark the bales with the lot number as given in the enclosed Order Sheet . It is necessary to take note of this lest the parcels should be mixed up in loading .

Yours faithfully,

Words and Expressions

cowhide n. 牛皮革

lot n. (商品的) 一批

bill of lading 提单

III

Dear Sirs:

We are pleased to receive your order of July 18 and welcome you as one of our customers.

For the goods ordered we require payment to be made by confirmed and irrevocable letter of credit payable at sight upon representation of shipping documents. Please let us know whether you agree to our terms. As soon as we receive your reply in the affirmative we shall confirm supply of the cotton prints at the prices stated in your letter and arrange dispatch by the first available steamer upon receipt of your L/C.

When the goods reach you we feel confident you will be completely satisfied with them-----at the price offered they represent exceptional value.

As you may not be aware of the wide range of goods we deal in , we are enclosing a copy of our catalog and hope that our handling of the first order of yours will lead to further business between us and mark the beginning of a happy working relationship .

Yours faithfully,

Words and Expressions

cotton print		
confirmed	adj.	保兑的
irrevocable	adj	不可撤销的
shipping document		运输单据
affirmative	adj.	肯定的

IV

Dear Sirs,

Re: Your Order No.237

We have booked your Order No.237 for bed sheets and pillowcases and are sending you herewith our Sales Confirmation No. BP-103 in duplicate. Please 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 Sales Confirmation in order to avoid subsequent amendments. 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,

Words and Expressions

book	vt.	预订
bed sheet		床单
pillowcases		枕套
stipulation	n.	规定

Useful Sentences

- 1 As a result of the exchange of letters between us , we have now come to terms .
- 2 After long and friendly discussions we have now concluded business.
- 3 Through lengthy and on-and-off negotiations , we have finally reached agreement.
- 4 We are pleased to enclose herewith our Contract No.4567 in two originals for your countersignature. Please send one copy back to us at your earliest convenience .
- 5 Enclosed please find our Sales Contract No.HN768 in duplicate . If you find everything in order , please sign and return one copy for our file .
- 6 It is in view of our long-standing business relationship that we accept your counter-offer .
- 7 We enclose a trial order . If the quality is up to our expectation , we shall send further orders in the near future.
- 8 If this first order is satisfactorily executed , we shall place further orders with you .

I Translate the following sentences into Chinese:

- 1 We enclose our order , but must point out that the falling market here will leave us little or no margin of profit . We must ask you for a better price in respect of future supplies .
- 2 We shall book a trial order with you , provided you give us a 5% commission .
- 3 We regret that we cannot book the order at the prices we quoted six weeks ago .
- 4 We are pleased to receive your order of June 16 for cotton prints .
- 5 As our customers are badly in need of these goods , we hope you will send them at an early date .
- 6 We place this order on the understanding that the consignment is dispatched by September 15.
- 7 At present we do not have in stock the goods you want . We are sending you substitutes of the nearest quality .
- 8 We are prepared to give you this special accommodation with the view of encouraging further business .

II Translate the following sentences into English:

- 1 500 台缝纫机,我们已收到你方 4845 号销售合同 .
- 2 你们的不可撤销信用证已及时收到,我们相信下周内可以安排装运 .
- 3 兹随函退回销售合同一份,该合同我们已会签 .
- 4 由于双方共同努力,我们达成了交易,希望这是我们双方之间贸易的良好开端.
- 5 请电告你方最早装船日期,以便我方及时通过中国银行给你方开出信用证.
- 6 请你方注意,信用证条款必须与我方售货确认书的条款完全相符,以免日后修改.

III Put the following letter into Chinese :

Dear Sirs,

We have received your Sales Confirmation No.7890 in duplicate . As requested , we return one copy complete with our counter-signature .

We have already established the relative L/C with the Bank of China in London, which we believe will reach you in due course . Upon receipt , please arrange shipment and fax us a shipping advice .

Yours truly,

IV Write a letter to your customer ,acknowledging receipt of his order , but regret being unable to accept it at the prices quoted previously . Quote your current prices and ask for your customer s opinion.

Terms of Payment

Payment is a matter of great concern to both the buyer and the seller. Naturally the seller would like to get paid before he delivers goods . On the other hand the buyer wants to get hold of the goods before he pays. There is always some degree of distrust .Fortunately this contradiction can be overcome by the bank who ,at the request of the buyer , issues an letter of credit (often abbreviated to L/C) in favor of the seller . The issuing bank undertakes to pay the seller when the latter presents to the former documents which meet the L/C stipulations . L/C is the most commonly used mode of payment in international trade because it provides protection to both the buyer and the seller.

In addition to L/C ,documents against payment (often abbreviated to D/P) or documents against acceptance (often abbreviated to D/A) can also be used to finance international trade when the seller knows the buyer very well or doesn't believe the buyer will default . If a deal involves a small amount remittance is usually used .

I

Gentlemen:

We refer to your Contract No.DSG267 covering enamelware in the amount of £998.00 and Contract No.BSG268 covering basket ware in the amount of £895.00. As both of these contracts are each of a value of less than £1000.00, we shall be glad if you agree to ship the goods as before on D/P basis .

We hope that you will accommodate us in this respect and continue supplying us with enamelware and basket ware on the same basis .

We look forward to your early

Yours truly,

Words and Expressions

enamelware n.

accommodate vt.照顾 通融

II

Dear Sirs,

We are in receipt of your letter of March 8 , the contents of which have been duly noted .

With regard to Contract No.DSG267 and Contract No.BSG268 , we agree to D/P payment terms . However we consider it advisable to make it clear that for future transactions D/P will be accepted if the amount involved for each transaction is below £1000.00 . If the amount exceeds that figure payment by L/C will be required.

We wish to reiterate that it is only in view of our long friendly business relations that we extend you this accommodation . It is our sincere hope that we can expand the business in these lines to our mutual benefit .

Yours faithfully,

Words and Expressions

advisable adj. , 可取的

reiterate vt. 重申 , 反复讲 (做)

III

Dear Sirs,

We refer to our letter of enquiry dated October 5 . We have received your Proforma Invoice No.03688 and now wish to place an initial order for 1,500 tapes Type No.EM127DN . The order number is 7305.

We have instructed our bank , the General Commercial Bank of Venezuela to open an irrevocable documentary letter of credit in your favor . The amount is £1275.00 .This credit will

on our bank against this credit for the amount of your invoice . Your draft must be accompanied by a complete set of shipping documents , consisting of :

A full set of clean shipped Bill of Lading

Commercial Invoice in 5 copies

The Insurance Certificate in 2 copies

Our bank will accept your 60 days draft on them for the amount of your invoice including the cost of freight and insurance , as agreed . Your bill will therefore be at 60 d/s for full CIF invoice value .The credit is valid until February 12 .

Yours faithfully,

Words and Expressions

Proforma Invoice 形式发票

irrevocable adj. 不可撤销的

documentary adj. 跟单的

bill of lading 提单

IV

Dear Sirs,

We have received your letter of December 19,2002 . As already pointed out in our previous letter , we had made arrangements with our manufacturers to make delivery as punctually as possible in future. We shall see to it that your interest is well taken care of at all times .

Regarding the terms of payment , while we have every confidence in your integrity and ability ,we wish to reiterate that our usual terms of payment by confirmed and irrevocable letter of credit remain unchanged in all ordinary cases. For the time being , therefore , we regret our inability to accept D/A terms in all transactions with our buyers abroad .

For future shipments, however , we shall do our best to fulfill your orders within the time stipulated. If , by any chance, it is impossible for us to do so , we will effect shipment on D/P basis in order to avoid putting you to so much trouble extending the L/C. We trust you will appreciate our cooperation .

Yours truly,

Words and Expressions

punctually	adv.	按期地
integrity	n.	诚实, 正直
by any chance		万一, 碰巧

Useful Sentences

- 1 Our terms of payment are by irrevocable L/C payable by sight draft accompanied by shipping documents at the Bank of China at the port of shipment .
- 2 In compliance with your request , we exceptionally accept delivery against D/P at sight , but this should not be regarded as a precedent .
- 3 Inasmuch as the amount involved is rather small ,we agree to draw on you by documentary sight draft .
- 4 We have opened an L/C in your favor in (for) the amount of USD10,000.00.
- 5 This L/C is valid for negotiation in China until the 15th day after the time of shipment.
- 6 The request for easier payment terms is compelled by our funds being tied up in numerous commitments .
- 7 You may refer to our banker , the Bank of China in London for our financial and credit standing .
- 8 The stipulations in the L/C are not in agreement with the contract .

I. Translate the following sentences into Chinese :

- 1 With regard to terms of payment , we regret being unable to accept documents against payment .
- 2 In order to avoid subsequent amendments , please see to it that the L/C stipulations are in exact accordance with the terms of the contract.
- 3 Regarding your Order No.1234 ,please open the L/C by cable so as to enable us to arrange shipment .
- 4 We are sorry to inform you that the listed terms of payment do not correspond to our customary

business practice .

5 In order to pave the way for your promotion of our products in your market ,we will accept D/P at sight as a special accommodation .

6 We have instructed our banker to hand over the documents against payment of the draft.

7 For this particular order we would like to pay by 30 days L/C .

8 We suggest that you send us a trial delivery for sale on D/A terms .

II Translate the following sentences into English :

- 1 他们不得不要求放宽付款条件。
- 2 我方抱歉不能接受货到目的港后付款交单的支付方式 。
- 3 如果你方能同意按即期信用证方式付款， 我们即能达成交易。
- 4 鉴于双方长期友好关系， 此次我们破例接受 D/P 60 天付款。
- 5 美国一进口商要求我们按承兑交单方式运去一批试销商品。
- 6 我方将开立即期跟单汇票向你方收款。

III Put the following letter into Chinese :

Dear Sirs,

We wish to place with you an order for 1000 casks of Iron Nails at your price of USD150.00 per cask CFRC5% Lagos for shipment during July/August.

For this particular order we would like to pay by 30 days L/C . Involving about USD150,000, this order is a relatively a big one . As we have only moderate means at hand , the tie-up of funds for as long as three to four months indeed presents a problem to us .

It goes without saying that we very much appreciate the support you have extended us in the past. If you can do us a special favor this time , please send us your contract , upon receipt of which , we will establish the relative L/C .

Yours faithfully,

IV One of your customers asks you to supply him with goods to the value of USD45,000 . He suggests that you draw on him at 60 d/s for the amount of your invoice . Write a tactful letter explaining that you can only do this against an irrevocable letter of credit.

Establishment of and Amendment to L/C

As a rule , when a transaction is concluded, the seller wants an L/C opened in his favor without delay. The L/C entitles him to draw on a named bank when he presents his documents. It must state the maximum amount , expiry date, type of draft, and the shipping documents to be presented.

Upon receipt of the L/C the seller should carefully examine it to see whether all the terms and conditions are in conformity with the contract and whether they can be complied with .If not ,the seller should request the buyer to make an amendment to the L/C well in advance of shipment of

the goods . Otherwise the seller runs the risk of his draft being dishonored by the bank .

I

Dear Sirs,

Re: Our Sales Confirmation No TE151

With reference to the 4000 dozen shirts under our Sales Contract No. TE 151, we wish to draw your attention to the fact that the date of delivery is approaching , but up to the present we have not received the covering L/C .Please do your utmost to expedite its establishment so that we may execute the order within the prescribed time .

In order to avoid subsequent amendments , kindly see to it that the L/C stipulations are in exact accordance with the terms of the contract .

We look forward to your favorable response at an early date.

Yours faithfully,

Words and Expressions

approach vt 靠近, 临近

expedite vt. 加快

execute vt. 执行, 履行

prescribe vt. 规定, 指示

II

Dear Sirs,

We have received your L/C No.145/88 issued by the Yemen Bank for Reconstruction and Development for the amount of £13,720 covering 16,000 dozen Stretch Nylon Socks . On perusal we find that transshipment and partial shipments are not allowed .

As direct steamers to your port are few and far between ,we have to transship via Hong Kong more often than not . As to partial shipments, it would be to our mutual benefit because we could ship immediately whatever we have on hand instead of waiting for the whole lot to be completed .

We , therefore , ask you to amend the L/C to read as follows:

“Transshipment and partial shipments are allowed”.

We shall be glad if you see to it that amendment is made without any delay, as our goods have been packed ready for shipment for quite some time .

Yours faithfully,

Words and Expressions

stretch adj. 弹性的

perusal n. 细阅, 阅读

few and far between 稀少

III

以上内容仅为本文档的试下载部分，为可阅读页数的一半内容。如要下载或阅读全文，请访问：<https://d.book118.com/768020055140006122>