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考试大我公司小泽先生因急事出差大阪，5月1日以前不能返回，故该件请宽延至5月1日，我们将于5月2日汇款。 Our Mr. Osawa is away in Osaka on an urgent business, and will not return until the 1st May, and so if you will kindly let the matter stand over till then, we will send you a cheque by the first post on the 2nd of the same month. 数日之内我们将有三笔大额近款，所以我们最迟于下星期一以前定给贵方汇款。 As we expect to receive three large sums within the next few days, days, we will send you some money by Monday at the latest. 对6月1日应付款项，如果能延些时间，我将非常感谢。 I shall be very much obliged if you will give me a little more time to settle your account due 1st June 无力付款来源：考试大非常遗憾，本公司目前实在无力结清该帐。

We regret that we are not able at the moment to make you a settlement. 贵公司要求该帐在7月16日以前结清，但我公司恐怕无能为力，我们将乐意接受贵方二个月期的汇票以结清这笔款项。 We are afraid it will be impossible for us to settle your account by the 16th July next--the date you mention--but we shall be willing to accept a bill for the settlement at 2 m/date. 由于目前生意普遍地不景气，由我公司承兑、10月18日到期、面额1,500美元的汇票将无法兑现。 Owing to the serious depression of trade now prevailing, we shall be unable to meet our acceptance for \$1,500, which matures for payment on the 18th Oct. 往来账目来源：考试

大 兹同函奉上贵方的往来帐，余额为15.7美元，于本日列入新帐借方内，敬请核查见复为荷。 Enclosed I wait on you with your account current, balance carried to your debit this day in a new account, \$15.7, which I trust you find correct. 谨同函奉上贵方的往来帐，我方顺差500美元，如核查无误，请列入新帐为荷。 Enclosed I now wait on you with your account current, leaving a balance of \$500 in my favour, which if found correct, you will be so good as to pass to a new account. 兹同函寄上贵方的往来帐，其上显示我方顺差500美元。 I hand you, enclosed, your account current, showing a balance in my favour of \$500. 分期付款 我们送货后，顾客直接向我们办分期付款。我们收款时，要将收据交付顾客。 The customer pays the instalments direct to us, after delivery of the articles and we send him the receipts. 您租用我公司的缝纫机一台，同时送上一张契约书，记明您应为此每月付款15美元。 You have on hire from us a sewing machine, for which we hold your written agreement to make regular payments at the rate of \$15 per month. 我们约定分期付款而将该机械租给贵公司使用。我们希望贵公司对此协议能严格履行。 As the machine was hired to you on the understanding that regular payments would be made, we must ask that in future the terms of the agreement should be strictly adhered to. 付款日通知 敬请留意，我公司对市区的付款日，订于每周星期三上午11时起至下午3时。但是，我们希望各位债权人至少提前三天派代表与我行接洽清偿金额。 Please note that our pay day for Town Accounts is Wednesday of any Week, between the hours of 11 a.m. and 3 p.m., but we expect creditors to send representatives to agree to amounts for settlement at

least three days prior to calling for their cheques. 提交清算书后15日内付款可打10%的折扣，超过15日，依全额付清。 The account is subject to 10% discount if settled within fifteen days of rendering, after which it is strictly net. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com