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https://www.100test.com/kao_ti2020/132/2021_2022__E7_94_A8_E7_AE_80_E5_8D_95_E8_c96_132766.htm (91)A: Are you ready to place your order now ?B: The order will be mailed to you next week .A: Is it going to the head office ?B: No, I think it is going to be mailed to your local branch .A:你们准备好下订单了吗 ? B:下星期就寄给你们。 A:寄到总公司 ? B:不 , 寄到分社。 (92)A: Thank you very much for the order .B: We appreciate your fast service .A: We do the best we can .B: Well be calling you again next month .A:谢谢你的订货。 B:麻烦你会尽力处理 , 谢谢。 A:我们会尽力而为。 B:下个月我们会再打电话给你。 (93)A: We havent received your order yet.B: It was mailed last week .A: Ill check the office one more time .B: And Ill see if there was any mistake on our end .A:您的订单我们还没收到。 B:上个礼拜我们还没收到。 A:我再跟公司查一下。 B:我这边也会看看是否有什么差错。 (94)A: We need to make a change on our last order .B: What was the order number?A: It was j-223,just double the second item .B: Sure ,Ill be glad to take care of it for you .A:上回的订单我们需要更改。 B:订单号码多少 ? A:j223。 第二项的订量要加倍。 B:好的 , 没问题 , 乐于为你服务。 (95)A: Im here to see the purchasing agent .B: Hes not in his office at the moment.A: May I wait ?B: Yes ,he should return soon .A:我是来拜访采购经理的。 B:他现在不在办公室里 , A:我等他一下没关系吧 ? B:请 , 他应该很快就会回来。 (96)A: Im the purchasing agent here .B: Id like to give you one of our new catalogs .A: Ill put it in my files .B:

Thank you very much ,A:我是这里负责采购的B:我们有新目录想给你A:我会将它归档。 B:非常谢谢你。 (97)A: Do you usually buy in large quantities ?B: Our standard order is 500cases at a time .A: We can handle an order that size very easily.B: Well let you know the next time we need to place an order .A:你们的订购量通常都很大吗？ B:我们的标准订量是一次500箱。 A:这种量我们做起来很容易。 B:下次需要订购时我们会通知你。 (98)A: If I place an order now ,when would you be able to ship it ?B: That all depends on the size of the order .A: It will be about the same as it was last time .B: We should be able to get that off to you right away. A:如果现在下单子，什么时候可以出货？ B:这要订购量的多寡。 A:大概和上回的订量一样。 B:这样的话，我们马上就可以出货 (99)A: This is last order we will be placing for a while .B: Oh? Is there some trouble ?A: No , were just getting a lot of material stock piled .B: Let me know when you are ready to order again.A:这是最后一次下订单，我们暂时不再订货了。 B:哦，有什么问题吗？ A:没什么问题，只库存材料太多了。 B:那么需要再订货时，请与我联系。 (100)A: Do you have anything like this in your stock ?B: May I see it a moment ?A: Yes , here you go. B: Yes ,we can supply this for you .A:你们库存中有象这样的东西吗？ B:我看一下好吗？ A:喏，就是这个。 B:嗯，这个有。 (101)A: We want to order some of these .B: This is a standard size . A: Can you supply us right away?B: Yes ,we have plenty on hand right now .A:我们想订些这种货。 B:这是标准尺寸。 A:能够立刻供货吗？ B:可以，我们目前有不少现货。 (102)A: This is what we need .B: I dont think this is a standard size.A: Its not .it is a little oversized.B: In that case ,we

wouldnt have it in stock .A:我们要的就是这个。 B:我看这不是标准尺寸吧？ A:不是，它比标准的大了一点。 B:如果是这样，我们库存不会有。 (103)A: Is this the part that you need ?B: Yes ,that s right .A: How many do you need ?B: Well take all that you can give us .A:这是不是你所需要的零件？ B:是的，没错。 A:你需要多少？ B:你们有多少就买多少。 (104)A: I understand you want to increase your order .B: Yes ,we have to double it . A: Im not sure we have that much on hand .B: Could you check it for me ,please?A:我知道你想增加订购量。 B:是的，我们必需加倍。 A:我没把握现在的量有没有那么多。 B:请你查一下好吗？ (105)A: I checked our supply of that material you asked for .B: How does it look?A: Weve got plenty,B: Good ,Ill get an order to you right away .A:我查过了库存中你要的那种材料。 B:怎么样？ A:我们有不少。 B:好极了，我立刻就下订单给你。 (106)A: I just got an answer about the stock we have on hand .B: Good news ,I hope .A: Sure, we can handle your order .B: Boy ,Im really glad to hear that .A:我刚刚接获通知我们现有库存量。 B:希望是好消息。 A:嗯，你的订单没问题。 B:哇，听了真叫人高兴。 (107)A: How much did you want to increase your order .B: We need three times as much as we originally ordered.A: Ill have to check to see if we can handle that .B: Please do. We re desperate for the material .A:你的订量要增加多少？ B:原来的三倍。 A:我得查查看我们是否付得了这么多。 B:麻烦你了，我们非常需要这些材料。 (108)A: We dont have enough material on hand to take care of this .B: When will you have more?A: By the end of next month .B: Im not sure we can wait that long .A:我们现在手边的存量不够你的订单

。 B:什么时候你们会再进货呢？ A:下个月底。 B:恐怕等不了那么久了。 (109)A: Were going to be placing a large order soon .B: This is a pretty hot item .A: Were really going to need it .B: In that case ,Ill have some set aside for you .A:我们马上就会下一张大订单了。 B:这货十分抢手哩。 A:我们真的一定要定到。 B:既然这么说，我会为你留一些下来。 (110)A: Were out of one item on your order .B: Do you have any suggestions.A: We can give you a better one at the same price .B: Good . go ahead and do that .A:你我订的货里有一项我们没有了， B:你说怎么办？ A:我们可以给你更好的一种，价钱一样。 B:好啊，就这么办。 (111)A: Can we substitute the J-123 for the J113?B: Is the price the same ?A: Yes ,just the same .B: That will be alright with us .A:以J-123来替代J-113，可以吗？ B:价钱一样吗？ A:一样。 B:那就可以。 (112)A: Our order specified "no substitutions". B: We were out of the part you needed .A: We just cant use this one ,it wont work .B: Is see ,well have it picked up ,inthat case .A:我们订单上特别裁明了“拒收替代品”。 B:你要的那种零件我们没有货了， A:这种的我们就是不能用，行不通的。 B:哦，我明白了，这样的话，我们就把它挑出来。 (113)A: Were having a lot of trouble filling this order .B: What seems to be the problem.A: Were out of a lot of the items.B: Lets see what we can substitute .A:我们这次供货很有问题。 B:什么样的问题呢？ A:有好几项都缺货了。 B:我们来想看看有没有什么可以代替的。 (114)A: Is there any chance that we can substitute this for you ?B: Ill have to check with our engineers.A: Ill wait until I hear from you .B: Ill get back to you as soon as I can .A:这个可不可能使用代替品呢？ B:我得请教工程师才行。 A:那

么我就等你消息 , B:我会尽快给你回音。 (115)A: Im afraid the item you substituted didnt work .B: Was it too big ?A: Yes ,thats right.B: I see ,well take another look at your specifications.A:你这代替品恐怕不能用。 B:太大了吗 ? A:就是啊。 B:哦 , 我们会再查一直你们的规格说明书。 B:不知道 , 我问问看。 (116)A: We may have to back order three itemson this order .B: Thats not so good .A: Can we substitute in these things?B: I dont know . Ill check.A:这次订的货有三个项目必须要晚点才能交货。 B:这样不太好吧。 A:这几项可以用替代品吗 ? (117)A: We need these things right away .B: Were out of the red adapters.A: If you have blue ones , send those .B: Good ,we can do that right away .A:这此东西我们马上就要。 B:红色的接头没货了。 A:如果有蓝色的 , 就送蓝色的来吧。 B:好的 , 立刻就办。 (118)A: Hows the order coming along ?B: Were going to substitute a better itemfor number 3 .A: At the same price ?B: Yes , of course .A:我们订的货怎样呢 ? B: 我们将以品质较好的来代替三号产品。 A:价钱一样吗 ? B:当然一样。 (119)A: That about wraps it all up .B: Yes ,I think so .A: All we have to do is sign the contract . B: We can do that at the meeting tomorrow .A:一切差不多都结束了。 B:是啊。 A:剩下的只要签订个契约就行了。 B:我们明天开会时再签订吧。 (120)A: Is the contract all right now ? B: I think we need to discuss the fifthclause .A: Would you like to do that now ?B: Now is as good a time as any.A:契约现在这样可以了吧 ? B:我想第5条需要讨论一下。 A:你要现在就讨论吗 ? B:就现在好了。 (121)A: We need to make some changes in this contract . B: Can we do it right now?A: No, I need to talk to the home office .B: Fine .lets get

together again next week. A: 这份契约有几个地方需要修改。 B: 现在来修改可以吗？ A: 不，我得先跟总公司谈谈。 B: 好吧，那就下周再聚会了。 (122) A: Well have to get this contract typed as soon as possible . B: My secretary can start on it right away . A: I think all the changes are easy to see . B: She wont have any trouble, A: 我们得尽快把契约书打出来。 B: 我的秘书现在就要可以打。 A: 我想所有修改过的地方都很容易看出来吧 B: 对她不会有什么困难的。 (123) A: Are you ready to sign ? B: I sure am. A: Heres a pen . B: Thank you . A: 准备好可以签名了吗？ B: 嗯，可以签了 A: 这里有笔。 B: 谢谢。 (124) A: Where do you want me to sign ? B: Right here. A: Hows that? B: Thats fine . A: 你要我签在哪里？ B: 就在这儿。 A: 这样子可以吧。 B: 可以。 (125) A: We cant sign the contract yet . B: Why not ? A: There are some changes the still have to be made . B: Just let us know when you are ready. A: 我们还不能在契约上签字。 B: 为什么不能？ A: 有些地方还得修订。 B: 那么，准备好了就请通知我们。 (126) A: This clause will have to be changed . B: Just pencil in the changes and well retype it . A: Can you read that . B: Oh, sure . A: 这一条必须更改。 B: 修改的地方请用铅笔，我们会重打。 A: 看得清楚吗？ B: 哦，没问题。 (127) A: Who is going to sign the contract for your side ? B: The general manager . A: Shall I make an appointment to see him? B: Yes . some time next week would be good . A: 谁代表你们这一方签约？ B: 我们总经理。 A: 我是不是要约个时间跟他见见面？ B: 好啊，就下个星期找个时间吧。 (128) A: Id like to look this over before I sign it . B: Of course . take your time . A: It looks fine to me . B: Just sign there on the bottom . A: 签约之前我想再看过一遍。 B: 当然，你慢慢看吧。 A: 看起来

好像没什么问题。 B:那么，就请在下面这里签个名。(129)A: Heres my signature .B: And mine .A: Lets go out and celebrate .B: I think we both need a drink .A:我签好了。 B:我也是A:我们到外面庆祝一下吧B:我想大家都需要喝一杯。(130) A: Heres your copy of the contract .B: Good . I m glad were all done .A: Yes, its nice to be finished .B: You can say that again.A:这是你的那一份契约。 B:太好啦，我真高兴一切都成了。 A:是啊，完成了真好。 B:说的是。 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