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1、建立贸易关系(Establishment of business relations) 2、询盘(一般的或具体的)(Enquiry (general and specific)) 3、报盘(实盘或虚盘)(Offer (firm or without engagement)) 来源：考试大 4、贸易磋商(Business negotiations) 5、有关成交(Conclusion of business) 6、有关销售合同或销售确认书(Sales contract or confirmation). 7、有关购货合同或购货确认书(Purchase contract or confirmation). 8、促销信(Sales promotion) 9、订货和执行(Order and the fulfillment) 10、有关信用证(Letter of Credit) 来源：[www.examda.com](http://www.examda.com) 11、催证(Urging the establishment of L/C). 12、改正(L/C amendment). 13、信用证展期(Extension of L/C). 14、有关装运(Shipment) 15、催运(Urging shipment). 16、装运通知(Shipping advice). 17、续订(Repeat order) 18、保险(Insurance) 19、索赔(Claim) 20、提出索赔(to lodge a claim). 21、理赔(to settle a claim). 22、其他形式,如: 23、寻找代理(Ask for an agent). 来源：[www.examda.com](http://www.examda.com) 24、加工贸易(Processing trade). 25、补偿贸易(Compensation trade). 来源：考试大 26、建立合资企业(Establishing a joint venture)等等.

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