

英文报价信的写法及参考用语 PDF转换可能丢失图片或格式  
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[https://www.100test.com/kao\\_ti2020/150/2021\\_2022\\_\\_E8\\_8B\\_B1\\_E6\\_96\\_87\\_E6\\_8A\\_A5\\_E4\\_c85\\_150879.htm](https://www.100test.com/kao_ti2020/150/2021_2022__E8_8B_B1_E6_96_87_E6_8A_A5_E4_c85_150879.htm) A Letter of Quotation (报价信) 一般报价信写三段， 1) Response to the enquiry 2) Offering for the enquiry 3) Giving assurance 1) Opening sentences We thank you for your enquiry of.... Many thanks for your enquiry of.... Thank you for your enquiry of.... We are obliged to you for your inquiry of.... We were pleased to note from your letter of...that you are interested in.... we welcome your enquiry of And thanks for your interest in our products. 2) Offering We thank you very much for your enquiry about And are pleased to enclose our price list and terms of payment for your consideration. Referring to your inquiry of ..., We enclose our quotation for the supply of.... In reply to your enquiry of...we have pleasure in offering you the following.... We acknowledge with thanks receipt of your letter of...and send you an illustrated catalogue of our...and also details of our terms and conditions of sale. This is the lowest price we quoted. Our prices include postage and packing. The prices quoted in the attached price list are ex-works. Due to the rising cost of raw materials we are reluctantly compelled to raise our price by ...%. The prices are subject to charge at the end of next month. Prices are likely to rise soon. We would like payment by irrevocable and confirmed letter of credit. We offer quantity discounts on orders on.... A ...% discount is offered on payment within a few weeks. Our prices compare favorably with those of our competitors. Our prices are quoted for

quantities of not less than.... The goods can be delivered immediately from stock. Shipment can be effected within ...weeks of receipt of goods. Our delivery date is approximately... after receipt of your order. We cannot promise delivery within the period stated in your enquiry. We have a large stock of On hand and could dispatch same at once upon receipt of your order. At your request, we now keep this offer open for a further ten days from ... This offer must be withdrawn if not accepted within five days. 3) Closing Sentences We feel that our wide 0selection of...will appeal to your customer. We would like to thank you for you interest in our products. We hope that the enclosed samples will meet with your approval. We know that you have made an excellent choice in 0selecting this model. We can assure you that your order will be dealt with promptly. You feel sure that we can make you a very favorable offer. We are sure that our varied range and competitive prices will encourage you to place an order with us. We hope that our favorable prices will induce you to place an order. We look forward to your instructions by return. We are sure that these goods will meet with your requirements, and we look forward to your early order. We shall be pleased to receive your order, which will have our prompt and careful attention. We trust you will rind our quotation satisfactory and look forward to receiving your order. We are allowing special terms to customers who place orders before the end of this month. We trust the above offer will be of interest to you and await your orders. You will observe that the price quoted are very reasonable and as they are likely to rise very soon we would advise you to place your orders as

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