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阅读原文

https://www.100test.com/kao_ti2020/150/2021_2022__E8_BF_9B_E5_87_BA_E5_8F_A3_E5_c85_150892.htm 1. 给予特别付款条件

，但仅此一次We adopt usually a draft at sight under irrevocable L/C as payment terms.However in this instance we will specially accept a draft at 30 d/s under D/A.This concession is exceptional only for this trade.Please note the trade from the next time on will be accepted on ordinary trade terms.2. 请求寄给必要的文件The air waybill is the document that assures the delivery of our air freight and if you attach it to all of the shipping documents together with a sight draft, we will honor it.3. 通知对方装运完成，文件寄出We are pleased to confirm our fax shipping advice for today, and inform you that we have shipped you 5,000 tons of iron scrap per M/S Pacific leaving here on May 20.The relative shipping documents have been forwarded to you through our bankers and will soon be in your hands.4. 请求延长信用证期限We will make an effort to deliver the shipping documents through our bankers by May 31.However we ask you to make the validity of L/C to June 15 so its negotiation will not be refused by them.Concerning the shipment, please rest assured as we are arranging for it and will execute it by the date stipulated.5. 通知对方工作进度，并保证履行契约Concerning the contract on CIF basis, we are arranging to forward your goods in time for the date stipulated attaching the freight paid B/L and insurance policy together with other necessary shipping documents.We will make up all the shipping documents stated in your L/C.6. 通知对方文件的

交付地点，并希望取得现金As this trade is on payment against shipping documents terms, unless otherwise stated, the delivery of documents shall be made at your overseas office. We would like to have your ready cash on presentation of the documents.7. 通知对方押汇银行As to the affairs on negotiation of draft, we would like to have them performed at the Bank of China. The bankers will pay the amount of your sale if they are presented the shipping documents and draft. If you have any objection to our proposal, please let us know at once.8. 要求对方确实在装船文件上背书When you negotiate the shipping documents and draft through your bankers, please be sure to endorse them. If endorsement is not made, our bankers will refuse to accept them. Therefore we request your endorsement on them without fail. 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