

综合辅导：写好合同的五十招(5) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/231/2021_2022__E7_BB_BC_E5_90_88_E8_BE_85_E5_c85_231756.htm 第五部分：书写时要

常和你的客户沟通 35、 All contracts should come with a cover letter. This gives you a place to instruct your client on how to use and sign the contract. 35、 所有的合同都应该有一封说明书用来告

诉你的客户如何使用和签署合同。 36、 Tell your client the ideas that come as you write. Many ideas will occur to you as you write:

things that could go wrong with the deal, things that might happen in the future, things that happened in the past, ways to structure things

better. Write these in your letter to the client. 36、 告诉客户你在撰写过程中的一些想法。比如：哪些事情可能会随着交易变得

很遭，哪些事可能会在将来发生，哪些事情已经发生了，哪些可以让事情朝好的方向发展的方法……你最好在给客户的

说明书中都将这些都写上。 37、 Inform your client of the risks. Writing a letter to the client as you write the contract is the perfect

way to inform the client of the risks and rewards of entering into the contract. Frequently, problems do not become apparent until time is

spent trying to word a contract. 37、 告诉客户合同的风险所在。在撰写合同时，你最好向客户说订立合同需要承担的风险和

能够得到的利益。通常情况下，只要你花时间来起草合同，你就会发现真正的风险在哪里。转贴于：考试大_商务英语考

试 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