

商务师业务外语英语:订货英语的表达 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/250/2021_2022__E5_95_86_E5_8A_A1_E5_B8_88_E4_c29_250511.htm

1、订购商品 Please send to the following items to be shipped by way express, and bill us. The order is contingent on receiving the terms of 2%-30days: 1 doz. linen handkerchiefs : \$2.40 4 pair tan pigskin gloves, size : \$12.00 2 doz. assorted Orlon sport shirts : \$72.00 5 pair assorted cotton socks : \$2.00 TOTAL : \$88.40. 请将下列各项商品交由铁路以快运方式发运给我们并列帐单。按照“2%-30天”的条件执行。 1打亚麻布手帕 2.40美元 4双棕黄色猪皮手套（尺码） 12.00 2打各种花色的奥纶运动衫 72.00 5双杂色棉线短袜 2.00 合计 88.40美元

2、开具所需商品单并要求尽快装运 Please ship the following goods by motor freight as soon as possible, and charge them to our account: 15lbs. bicarbonate of soda \$4.50 1 gross boxes of aspirin \$36.00 20 bottles Rapp Syrup-#47B \$10.00 TOTAL \$50.50. 请尽快用汽车发运下列物品：费用请记入我方帐内。 15磅小苏打 4.50美元 12打盒装阿司匹林 36.00美元 20瓶拉普糖浆-47B 10.00美元 合计 50.50美元

3、确认订货 This is to confirm my telephone order of yesterday for the following items: 4 Jr. Sewing Machines Model 3A 7 Homemaker's Ironing Boards 15 Fold Up Clothes Racks. 昨天我在电话所联系的下列各项订货现作进一步确认。 4台3A型小缝纫机、7只家用熨斗、15只折迭式衣架。

4、要求按订货单发货 Thank you for your samples of striped coatings received today. Please make shipment in accordance with our Order No.2602 enclosed herewith. 今天收到你们寄来的带条

纹外衣料样品，谢谢。请按照信内附寄的第2602号订单发货。

5、无法供货 We refer to your telex of 12 August and ours of today regarding the supply of black silk. As you perhaps know, demand for the above has been heavy since last year. We are consequently fully committed at the moment and are unable to make you the offer as requested. We assure you, however, that we shall contact you as soon as fresh supplies become available. Should your customers require other silks, please let us know. 贵公司8月12日的电传已经收到，现就有关黑色丝绸供货问题电复。自去年以来，上术货品的需求量极高。本公司暂未能承接定单，故无法按贵公司要求报价。他日一旦有新货源，本公司定当即时与贵公司联络。若贵客户需要其他丝绸货品，亦请告知。

6、拒绝订货 Thank you for your order no.458 for tin plate sheets which we received today. We regret that, owing to a shortage of stock, we are unable to fill your order. Moreover, our manufacturers cannot undertake to entertain your order for future delivery owing to the uncertain availability of raw materials. We will, however, contact you by telex once supply improves. In the meantime, please feel free to send us your specific enquiries for other types of metal sheets. You can assured of our best attention at all times. 今天收到贵公司458号镀锡板的定单。因为存货短缺，未能供应贵公司所需货品，特此致歉。此外，制造商尚未确定原料供应量是否充足，所以不能接受其他定单。一旦供应情况改善，我们将电传通知贵公司。若贵公司需要其他金属薄板型号的资料，我们乐意随时效劳。

7、再次订货 We have received the above shipment ex SS Blue Seas and are pleased to inform you that we find the goods

quite satisfactory. Since we believe we can sell additional quantities in this market, we wish to place with you a repeat order for 500 dozens of the same style and sizes. We would be grateful if you could arrange early shipment of this repeat order as we are in urgent need of the goods. If the goods are not available from stock, we would be grateful if you could advise us, with full particulars of the specifications, of replacement goods which can be whipped from stock.

8、拒绝接受再次订货

We are pleased to acknowledge your letter of 6 March informing us that you are satisfied with our ladies tights shipped to you per SS Blue Seas. We also note that you wish to place a repeat order. We regret that we cannot at present entertain any new orders for Baletto ladies tights owing to heavy orders. We are, however, keeping your order before us. As soon as we are in a position to accept new orders, we will contact you by telex. With regard to stock lines, we are enclosing a list for your information. Should you be interested in any of these, please let us know your requirements, stating quantity, style and sizes.

3月6日的来信已收到，得悉贵公司满意经由蓝海号轮船运送的女装紧身衣，并希望再订购货品，深表谢意。由于定单过多，本公司很抱歉暂时未能接受巴勒图女装紧身衣的新定单。我们会保留贵公司的定单，一俟能接受新定单，即以电传知会贵公司。现随函附上本公司存货清单以供参考。如欲订购任何货品，请告知所需货品之数量、式样和尺码、本公司半竭诚为您效劳。

9、拒绝特别订货要求

Thank you for your letter of 20 May concerning your special request. From time to time we do run special jobs, changing materials and colors for one particular order. But we have to

consider many factors before we can accept the order. I have spoken to our production manager, and she has done the costings. I am sorry to report that even if we did the job for you at cost, it would come out well above the price you are willing to pay. I am checking with other manufacturers in the area who are working with the materials you want. They may be able to give you the quality you desire at a fair price. I will get back to you in a few days. We appreciate your business and I am glad you asked us about this job. The next time you have a special need, please ask again. We will try our best to do the job for you. If we cannot, we will attempt to find the best company that can.

谢谢贵公司5月20日特别订货要求的来函。本公司遇有客户特别要求，如情况许可，亦乐意加工变换有关产品的用料或颜色。贵公司的要求经转达生产部经理作成本预算后，考虑到所需费用较贵公司所拟高出很多，因而未能照办，非常抱歉。现正联络其他厂商，研究是否能以合理价格达成要求。不日将有答复。承蒙查询加工事宜，谨致衷心谢意。如有其他要求，本公司乐意随时候命。即若未能效劳，亦当物色其他能胜任的商代办。

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