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Unit 5 「表明对商品有兴趣」 At present we are interested in your goods. 敝公司目前对贵公司的商品极有兴趣。原文范例 Gentlemen : We are one of the largest importers of Woolen goods in Taiwan and shall be pleased to establish business relationships with you. At present we are interested in your goods, details as per our Enquiry Note No. 2564 attached, and are looking forward to receiving your quotation as soon as possible. When quoting, please state terms of payment and time of delivery. Your prompt reply will be much appreciated. 翻译范例 敬启者：敝公司为台湾最大的毛线织品进口商之一，很高兴和您建立商务关系。敝公司目前对贵公司的商品极有兴趣，细节请详见所附2564号询价单，敝公司期待能尽快收到贵公司的报价单，贵公司报价时，请说明付款条件和交货时间。感谢您的尽速回复。

Unit 6 「要求提供商品型录」 Will you please send us a copy of your catalogue? 贵公司是否能寄一份你们的型录？原文范例 Gentlemen : We are very interested in your cameras and digital cameras. There is a steady and great demand in Taiwan for the above commodities of high quality at moderate prices. Will you please send us a copy of your catalogue, with details of prices and items of payment? We should find it most helpful if you could also supply samples of these goods. We are looking forward to hearing from you soon. 翻译范例 敬启者：我们对贵公司的相机及数字相机非常有兴趣。对上述所提商品

，针对高质量、公道的价格标准，目前在台湾有稳定、大量的需求量。贵公司是否能寄一份你们的型录，并附上价格、付款明细？如果贵公司能提供这些商品的样品，将对敝公司有极大的帮助。我们期待您的尽快回复。 Unit 7 「提供所需的样品」 We are glad to send you samples of our goods you inquired. 我们很高兴能寄给您一些您所要求的样品。原文范例 Dear Sirs, Thank you very much for your letter dated of December 20 about computers. We are glad to send you two samples of our goods you inquired. And the quotation is as follow: (1) Notebook: US\$2,000 each, CIF New York City. (2) PC: US\$1,800 each, CIF New York City Shipment will be made within four weeks from acceptance of your order. Thank you again for your interest in our goods. We are looking forward to your order soon and please feel free to contact us if you have any questions. 翻译范例 敬启者：感谢您十二月廿日有关计算机的来信。我们很高兴能寄给您两个您所要求的样品。报价如下：（1）桌上型计算机 美金2,000元/台 CIF纽约市 （2）个人计算机 美金1,800元/台 CIF纽约市 在确认您的订单后四个星期内会安排船运。再次感谢您对本公司的商品感兴趣。我们期待您立即的订单，如果您有任何问题，欢迎您来电询问。 Unit 8 「商品的需求量」 As we are in a position to handle large quantities. 因为我方所处的处境有大量的需求。原文范例 Dear Sirs, It has come to our attention through our Chinese friends in Taiwan that you are one of the foremost manufacturers and exporters of CD players in Taiwan. Being in the market for CD players, we shall be greatly obliged if you will send us a copy of your catalogue, informing us of

your best terms and lowest prices CIF Taiwan. As we are in a position to handle large quantities, we hope you will make an effort to submit us really competitive prices. We should appreciate hearing from you immediately. 翻译范例 敬启者：透过我们在台湾的朋友，我方了解到贵公司为台湾CD播放机主要的生产及输出公司。身处在这个CD播放机的行业中，假使贵公司能寄一份贵公司的型录，并告知敝公司你们销售最佳商品CIF到台湾的最低价格，我们将不胜感激。因为我方需求量颇大，敝公司希望贵公司能尽量提供我方具有竞争力的价格。能立即听到您的消息我们将不胜感激。 Unit 9 「商品的数量」 We are ready to deliver any quantity of table lights from stock. 我们随时都可以从现货中运送任何数量的桌上型灯具。 原文范例 Dear Sirs, We appreciate your inquiry of May 25 about our goods. As requested in your letter of table lights, we are glad to enclose a copy of our new catalogue in which you will find many items that will interest you. All details are shown in our price list. We are ready to deliver any quantity of table lights from stock. We are pleased to quote you as follows and can promise shipment within 20 days on receipt of your L/C. All prices are subject to change without notice. 翻译范例 敬启者：感谢您五月廿五日对我们产品的询价单。关于您信件中对于桌上型灯具的询价，随信附上一份我们新的目录，您可以找到您有兴趣的商品。所有的细节都在我们的价格表中。我们随时都可以从现货中运送任何数量的商品。我们很高兴给您我方的报价，我方保证收到您L/C收据后，会在廿天内安排船运。所有的报价随时更动，恕不另行通知。 Unit 10 「商品报价」 We quote some of them without

engagement as follows: 我们主动提供一些非合约性商品的报价，如以下所列：原文范例 Dear Sirs, As we are given to understand that you are interested in the Taiwan sporting goods, we take this opportunity of introducing ourselves as a reliable trading firm, established 10 years ago and dealing in the sporting ever since with fair record especially with the Southeast African countries. In order to give you an idea, we quote some of them without engagement as follows: (1) Bags, cotton & fibers mixed (2) White, US\$20 per doz. CIF your port We are sending you some free samples. Please give us your specific inquiries upon examination of the above as we presume they will be received favorably in your market. We hope to be of service to you and look forward to your comments. 翻译范例 敬启者：敝公司获悉贵公司对于台湾的运动用品很有兴趣，我们藉此机会向贵公司自我介绍，本公司为信用可靠的企业，我们经营运动商品有十年的时间，自从和南非国家合作以来，也都拥有良好的成绩。为了让贵公司有一些概念，我们主动提供一些非合约性商品的报价，如以下所列：（1）提袋、棉和纤维混纺（2）白色，美金20元/打，交货条件：CIF 随信附上一些免费样品，在检视过以上的样品后，请告知您的特别需求，相信必能符合您市场的需求。希望能为您服务，也静待您的建议。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