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[https://www.100test.com/kao\\_ti2020/251/2021\\_2022\\_\\_E5\\_95\\_86\\_E4\\_B8\\_9A\\_E5\\_AE\\_9E\\_E7\\_c85\\_251083.htm](https://www.100test.com/kao_ti2020/251/2021_2022__E5_95_86_E4_B8_9A_E5_AE_9E_E7_c85_251083.htm) 样品、目录Sample

、Catalogue 实用例句 We are sending you some free samples. 我方寄给您一些免费样品。 As requested in your letter dated October 12, we sent you the samples by air parcel on October 20. 回复您在十月十二日的要求，我们在十月廿日用空运包裹寄给您样品。 We enclosed a copy of our latest catalogue, as requested in your letter of November 8. 回复您十一月八日的来函要求，随信附上我们最新的目录。 Four samples per each item were sent today via UPS Eepress. 我们已于今天将每款各四个样品以UPS快递寄出。 Please give us your specific inquiries upon examination of the above as we presume they will be received favorably in your market. 在检视过以上的样品后，请告知您的特别需求，相信必能符合市场的需求。 We are sure that these samples will meet your requirement. 我们确信此样品会符合您的需求。 Enclosed is our new catalogue. 附件是我们新的型录。 I have received your full set catalogue. I am very interested in your products. 我已收到贵公司所提供的整份目录。我对贵公司的产品非常感兴趣。 Thank you for the samples, which you sent to us on Sep.10. 谢谢您九月十日寄给我们的样品。 We have received your catalogues, samples and price lists. 敝公司已收到贵公司的目录、样品和价格表。 Please let us know if our offer does not contain what you want in order to send you further samples. 假使我们的报价不包含您想知道的信息，烦请告知以便寄样品给您。 We have

effected shipment under your L/C No. 123 issued by City Bank. 我们已经按照您在花旗银行所开立编号123号信用状规定装船。 Please let me know ahead the amount if payment is required for the samples. 若样品要收费，请事先告知。 回覆Reply 实用例句

We are looking forward to your prompt reply. 我们期待您的立即回复。 We are looking forward to hearing from you soon. 我们期待尽快得到您的回复。 Please let us know your decision immediately. 请立即让我们知道您的决定。 We have received your letter of March 3 about the quotation. 我们已经收到您三月三日有关报价的信件。 I take great pleasure in receiving your offer letter dated September 10, 2003. 我很高兴收到您二〇〇三年九月十日的报价。 Would you please tell us your suggestions within 10 days? 能请您让我们在十天内知道您的建议吗？ Thank you for your order. We accept it and will dispatch the goods early August. 谢谢您的订单。我们接受此订单，并将于八月初交货。 Please read the third paragraph of our letter No. 125 of August 5 so that you will get all the facts. 请阅读敝公司八月五日编号125信件的第三段内容，您就可以了解所有的事情。 Let me begin by thanking you for keeping me informed of your latest catalogue. 首先感谢您通知我有关贵公司的最新款型录。 We have received your letter of July 25. 我们已经收到您七月廿五日的信件。 Please answer promptly. 请立即回复。 We look forward to receiving your reply in acknowledgement of this letter. 我们期望能收到您有关于此事的回复。 Many thanks for your enquiry of Sep. 30 about our products. 感谢您九月卅日来函询问我方的产品。 In reply to your letter of March 15, We enclose a copy of our revised catalogue.

回复您三月十五日来函，我方附上一份我们更新的目录。 All details are shown in our price list. 所有的细节都显示在我方的价格明细中。 We are ready to supply any quantity of your order. 我方准备好提供贵公司订单所需之数量。 We are happy for your letter of Jan. 10 and are obliged to learn that you are interested in our products. 感谢您一月十日的来信，很高兴知道你对我方的产品有兴趣。 订购前 Before order 实用例句 We are going to make an order. 我们打算下订单。 Weve settled the terms for the contract in general, and we are going to prepare to place an order. 我们大体上已将合约条款都谈妥了，接着我们就要准备下订单了。 We are going to place an order. Please let us know what you can offer in this line as well as your sales terms, such as mode of payment, time of delivery, discount, etc. 我们欲订购。 请告诉我方你们能提供什么样的产品，以及你们的销售条件，如付款方式、交货日期、折扣等。 I dont think we would make a good[bad] purchase. 我不认为我们会用廉价[高价]购买。 Samples must arrive in Hong Kong before the beginning of December, otherwise the goods are useless. 样品必须在12月初以前送达香港，否则所订货物都将无效。 We regret that we are not in a position to accept your order. 站在我们的立场，将无法接受您的订单。 As we are booking heavy orders every day, we would advise your order without loss of time. 因为我们每天都接到非常多的订单，我们建议您应该不要犹豫立即订购。 Your orders have discontinued since the settlement of a claim you approved for the damaged goods of your order No. 9215. 自从通过贵公司索赔编号第9215号的订单的损失后，贵公司的订单就

没有再继续了。 Once the order is confirmed, we need you to give us a pre-advise two weeks ahead your placing an order for we need to prepare the materials. 一旦订单确认后，请在下订单的前两周预先通知我方，因为我们需要准备这张订单的材料。 We are ready to place an order with you, but only one condition is that goods are confined to Taiwan. 我准备向你们订货，但是唯一的条件是，货物只限卖给台湾的公司。 已订购 Make an order 实用例句 Thank you for your Order No. 1130-1. 谢谢您编号1130-1的订单。 The Japanese are in the market for buying shoes. 日本人正想购买鞋子。 We are pleased to receive your Order No. 1130-1 and confirm acceptance of it. 很高兴接到贵公司编号1130-1的订单，并确认予以接受。 We have placed an order for the articles with the firm. 我们已向那家公司订购了这些物品。 Thank you for the samples, which you sent to us on June 20. We are pleased to place an order as specified on the enclosed order sheet. 谢谢您六月廿日寄给我们的样品。我们很乐意订购随信所附订单详列的货品。 We have received your catalogue and price list, and now we order the following goods at the prices named. 已收到你方目录和价格表，现按照所标示价格订购下列货物。 Please notify us of the purchase number. 请告知我们订单的编号。 We shall fulfill your order by November 30. 我们会在十一月卅日前完成您的订单需求。 In reply to your letter of October 5 quoting us the prices of apples, we are pleased to place an order as mentioned in the enclosed sheet. 兹回复你方十月五日苹果的报价函，现如所附订单，敝公司欲下订单。 The following products have been selected from your price list. please supply them to us immediately.

从贵公司的价格表中，我方已选购以下的商品，请将商品立即提供给我方。 Please execute the following order according to your quotation of Sep. 30. 请根据贵公司九月卅日所提供之报价，执行以下的订单。 The quality of the Order No. 203 must be the same as your samples. 订单编号203的商品质量必须和你们的样品一样。 Please confirm receipt of the Order No. 203. 请确认订单编号203. If this order is satisfactorily filled, we will place large orders with you. 如果这次订购令我方满意，我方将会向贵公司下更大的订单。 运送 Delivery of goods 实用例句 Please inform us of the shipping date. 请通知我们装船的日期。 Please ship the enclosed order immediately. 请立即安排所附订单的出货事宜。 Please tell us when our order will be shipped. 请告知我们的订单何时会装船。 Please also indicate the delivery time in your quotation sheet. 请在报价单中注明交货时间。 We are pleased to inform you that your order has been shipped. 我们在此通知您，您的订单已经运送出货了。 As the goods you ordered are now in stock, we will ship them without fail immediately. 因为贵公司订购的商品尚有存货，敝公司将立即安排出货。 Your order for 300 doz. umbrellas will be shipped at the end of this month. You should receive them early next month. 您的三百支雨伞的订单会在这个月底装船出货。 您应该会在下个月初收到这批货。 We are pleased to place the following orders with you if you can guarantee shipment from Taipei to Seattle by November 10. 若贵公司能保证在十一月十日前将货物由台北运至西雅图，则我方乐于向你订购下列货物。 In consideration of your difficulties, we will leave the L/C as it stands and effect shipment without asking for

amendment. 考虑到你方的困难，我们将照原信用状规定装船，不要求修改。 The shipment date is approaching. It would be advisable for you to open the L/C covering your order No. 2986 so as to enable us to effect shipment within the stipulated time limit. 船期即将来临，建议你们开立订单编号2986的信用状以便我方在规定的时间内装船。 Please do your best to ship our goods by S. S. “ Hope ” . 请尽量以「希望」号轮船装运我方货物。 It is due to arrive at Hong Kong on September 30 , and confirm by return that goods will be ready in time. 预计于九月卅日抵香港。 请函覆确认，货物将按时备妥。 Something unexpected compels us to seek your cooperation by advancing shipment of the goods under S/S No. 5691 from October. to July. 意外的情况迫使我们寻求你方配合，请将第5691号售货确认书里货物装运期由十月份提前到七月。 The shipping documents are to be delivered to you against payment only. 装运单据将于付款后交至贵公司。

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