

单证员英语辅导：用英语催对方快下单 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/275/2021_2022__E5_8D_95_E8_AF_81_E5_91_98_E8_c67_275649.htm 要想写好催对方下单的英语传真,可从以下几个方面入手

1. 鼓励订货，保证交货

Owing to the increase of demand, you will probably make an order.

If we are right in thinking this, would you care to place your order

now? We can ensure immediate dispatch from our stock.

2. 提供各项资料，劝诱订货

We trust that you have received our catalogs

and price-list. Now that you have had a chance to examine what we

have sent to you, we are enclosing an order form for you to make an

order easily.

3. 通知对方广告活动将引起抢购，希望尽早订购

Our advertising campaign is due to begin next month. Experience

shows that many orders follow these advertisements, and sales are

certain to result. We strongly advise you to lay in at least a small

stock.

4. 鼓励在产品涨价前订货

From April 1st the prices of all our products will be raised by 10%.

Even with this increase the prices of our products are still slightly

lower than those of our competitors. Concerning the business you are

negotiating, we will charge you old prices on all orders received here

up to and including April 30. We look forward to your orders.

For example: Dear xx, How are you those days, hope everything goes

well with you. We would like to know your opinion about my quotation.

Owing to the increase of demand, you will probably make a prompt

order. If we are right in thinking this, would you care to place your

order now? We can ensure provide immediate dispatch from our stock. We trust that our

experience in doing this products and reliable quality will entitle us to win your confidence. Expecting your kind reply. Regards! 100Test
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