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3、业务谈判 Voluntary Offers 主动报价

1) We obtained your name and address from China Daily who gave us to understand that you are experienced importer of We have now pleasure in offering you ..., of which we would appreciate your pushing the sale on your market. 我们从中国日报获悉贵公司名号及地址，并了解贵公司是经营...产品有经验的进口商。我方荣幸地提供报价...，十分感谢贵方为在你方市场上推销所作的努力。

2) We understand that you are interested in... and are offering you, by our cable of ..., a parcel at the price of ... per ton CIF... . 获悉你方对...感兴趣,我方于...月...日电报报价如下:每吨...英镑CIF...。

3) We understand that there is a good demand for... in your market, and take this opportunity of enclosing our Quotation No. ... for your consideration. 我们了解到你方市场对...需求强劲,借此良机,附上我方第...号报价单,供你方考虑。

4) We are enclosing our Quotation No. ... on ... for your consideration, and hope to receive your trial order in the near future. 随函附上我方...第...号报价单,供你方考虑，希望近期能收到贵方试订单。

5) We have pleasure in offering you the goods listed on the attached offer sheet No. ... , and hope that they will be of interest to you. 很高兴提供所附的第...号报价单所列货物,希望贵方有兴趣。

6) We have pleasure in recommending to you ... and enclose Quotation No. ... for your reference. 荣幸地向贵方推荐..., 随函附上第...号报价单,供贵方考虑。

7) Further to our letter of ...

we now offer you without engagement, our various items as follows
续我方...月...日函,现报不具约束力的各种货物价格如下: 8) We are pleased to inform you that there are 50 tons of Match-stick now available for export. 欣告现有50吨火柴杆可供出口。 Replies to Inquires 答复询价 1) Referring to your letter dated... in which you inquired for... , we have pleasure in cabling you an offer as follows: 关于贵方...月...日对...询价函,现电报报价如下: 2) In answer to your inquiry for...(name of commodity), we offer you ...(quantity). 关于贵公司所询...(商品), 现可供...(数量)。 3) As requested, we are offering you the following subject to our final confirmation: 根据要求, 现我方就如下货物向贵方报价, 以我方最后确认为准 : 4) We thank you for your inquiry of Nov.29, and can offer you... This offer will remain open until the receipt of your fax by return. 感谢你方11月29日询盘, 现报..., 此报盘有效期到收到你方传真。 5) We thank you for your letter asking for our new catalogue. It is being despatched to you under separate cover and we hope that you will find many items in it which interest you. 感谢你方来函索要我方新目录单, 目录单已另封寄上, 希望你方从中得到感兴趣的项目。 6) Further to our letter of ... we have now heard from our works that it is possible to supply... 续我方...月...日函,我方从工厂获悉有可能提供...(产品)。 7) In reply to your letter of ... we confirm our fax of today reading: 兹复你方...来函,我方确认今日电传,电文如下: 8) As soon as we are able to say anything definite regarding our supply of compressors, we will cable you again. 关于我方提供压缩机一事,一俟我方有进一步消息,即电告你方。 Sending Proforma Invoice 寄形式发票 1) We thank you for your

inquiry of ... and have pleasure in enclosing our Proforma Invoice No. ... As soon as you have handed in your application for import license, please send us a copy for reference. 感谢你方的...月...日询盘。现附上我方形式发票第...号。一俟你方交上进口许可证申请，请即寄我方复制件一份，以供参考。 2)Enclosed please find our Proforma Invoice No. ... for... 附上我方...形式发票第...号,请查收。 3)We are pleased to send you our Proforma Invoice No. ... in triplicate as requested. 按要求,兹寄上我方形式发票第...号,一式三份。 4)We have been informed by ... that you are thinking of purchasing... and have pleasure in enclosing our Proforma Invoice in duplicate. 我方从...获悉你方正在考虑购买...,现附上我方形式发票,一式两份。 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