

外贸英语---外贸文书(3) PDF转换可能丢失图片或格式，建议  
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[https://www.100test.com/kao\\_ti2020/33/2021\\_2022\\_\\_E5\\_A4\\_96\\_E8\\_B4\\_B8\\_E8\\_8B\\_B1\\_E8\\_c28\\_33453.htm](https://www.100test.com/kao_ti2020/33/2021_2022__E5_A4_96_E8_B4_B8_E8_8B_B1_E8_c28_33453.htm) 2.Establishment and Extension of Business建立和扩展业务 (一) Services Offered 提供服务

1) Our lines are mainly..... /We can offer a large variety of .... 我们主要经营.../我方能够提供各种...2) We are able now to execute from stock the largest orders./to supply any quantity of our goods without delay.我方可以承接大宗订单,现货供应/及时提供各种数量的商品。3) We have large quantity of ....in stock.我方可大量供应...现货。4) At our premises we have on show the complete range of our...在我方展厅,我们展出全套...5) We are able to quote you very advantageous terms.我方可报你十分优惠的条件。6) Our agreements with leading manufacturers enable us to supply you at most attractive prices.由于我方与主要生产商达成协议,我方能以最优价格向你方供货。7) We should be pleased to let you have samples to give a demonstration at your premises.欣然奉上我方产品样品,在贵方展厅展出。8) We can assure you that all your orders will receive our immediate and most careful attention.我方保证对你所有订单予以及时、仔细的处理。9) This letter is to inform you that we have lately obtained a patent for a new type propulsion system for aircraft.我方的飞机新型推进系统已获专利权,特此函告。10) We thank you for all past favor, and we are always at your service.谢谢你方以的惠顾,并盼总能为我效劳。11) We are already pleased to serve you at any time.我们随时乐意为您服务。12) We are anxious to be able to serve you.

我们渴望为您服务。 13) Do you want this kind of service? The enclosed.... will bring it to you. 你需此类服务吗？附上... 可满足你方要求。 14) Always with pleasure at your service. 我们随时愿为你效劳。

(二) Experience and References 经历和推荐

1) I have been in this line of business for many years. 我经营这项业务已有多年。 2) I have been for many years connected with ....Ltd. and been in charge of their export department for ten years. 我已在...公司供职多年, 十年来我一直主管他们的出口部。 3) The business will be under the management of Mr Cheng who has been for many years with this company in charge of their sales department. 该项业务由 ... 程先生管理, 他主管此公司的销售部已有多年。 4) As referees we wish to give the following who have kindly agreed to give any information you may desire. 我方接受委托推荐下列人员, 他们愿意提供你方所需的任何情况。

Establishment of Business Relations 建立业务关系

1) We are willing to enter into business relations with your firm on the basis of equality, mutual benefit and exchanging what one has for what one needs. 我们愿在平等互利、互通有无的基础上与贵公司建立业务联系。 2) We wish to introduce ourselves to you as a state-operated corporation dealing exclusively in light industrial goods. 我们是专营轻工产品的国营公司。 3) Being specialized in the export of Chinese art and craft goods, we express our desire to trade with you in this line. 我们专门出口中国工艺品, 愿与贵方开展这方面的业务。 4) To acquaint you with the light industrial goods we handle, we are sending you, by separate airmail, a commodity list and several sample books for your reference. 为使你方熟悉我方经营的轻工产品, 另封航邮寄上

商品目录和一些样品，供你参考。 5) In order to give you some idea of various qualities of handicrafts we carry, we have pleasure in forwarding you by airmail one catalog and a few sample books for your perusal. 为使你方对我方各自款式的手工艺品有一初步了解，今航邮奉上我方目录和一些样品，供你方参考。

6) Having had your name and address from the Commercial Counsellors Office of the Embassy of the Peoples Republic of China in your country, we now avail ourselves of this opportunity to write to you and see if we can establish business relations by the commencement of some practical transactions. 从驻贵国的中华人民共和国大使馆商务处获知贵方名称和地址，我们荣幸地写信给你们，是否可通过开始做几宗实际的交易来建立业务联系。

7) Your firm has been recommended to us by the Chamber Commerce in Tokyo, Japan. 日本东京商会已向我们推荐贵公司。

8) We thank you for your letter offering your services and should like to discuss the possibility of expanding trade with you. 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](http://www.100test.com)