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Enquiry 询盘 ( a ) Dear sir, We have seen your advertisement in the New Asia Journal and are particularly interested in your portable typewriters, but we require a machine suitable for fairly heavy duty. Please send me your current illustrated catalogue and a price list. Your faithfully

敬启者：我们在《新亚洲周刊》见到你们的广告。我们对你们的手提打字机尤感兴趣，但我们需要的是一台适用于打字量较大的机器。请你寄一份最新的附图产品目录和价目表来。谢谢。 Enquiry 询盘

( b ) Dear Sir, We are a leading dealer in waterproof garments in this city. Our customers have expressed interest in your raincoats and enquired about their quality. Provided quality and price are

satisfactory there are prospects of good sales here, but before placing a firm order we should be glad if you would send us, on fourteen days approval, a selection of mens and womens raincoats. Any of the items unsold at the end of the period, and which we decide not to

keep as stock, would be returned at our expense. We look forward to hearing from you soon. 敬启者：我们是一家经销防水衣的主要商号。我们的顾客对贵公司生产的雨衣有兴趣，并曾询问过它们的品质。若质量和价格适宜，你们的雨衣在这里会有较好的销量。但在正式下定单之前，我们希望先试销。如你们能选一批男，女装雨衣寄来，并同意给我们14天的试销期，我们将会感到很高兴。在此期限结束时，任何未销出而我们又不准备库存的产品将退还给你们，退货费用由我方负担。

盼早日赐复。 Reply 报盘 ( a ) Dear Sir , We were very pleased to receive your letter of 5th April answering our advertisement for typewriters and, as requested, enclose a copy of our latest illustrated catalogue and current price list. We think the "Portable 95" is a machine that would suit your purpose very well. It weighs 6.5 kg and is a bit heavier than the usual portable, but it is good for heavy duty and at the same time conveniently portable when carried in its case. We have one of these machines in stock and we shall be pleased to arrange for you to try it. Although costs have been rising since March, we have not yet raised our prices, but may have to do so when present stocks run out. We therefore advise you to place your order with us at once. 敬启者：我们很高兴收到您四月五日答复我们打字机广告的来信，现按您来信的要求附上我们最新的附图产品目录及现在的价目表。我们认为“手提95型”会适合您的需要。这部机重6.5公斤，比常见的手提机稍重一些，但适合于打字量大的用途，同时也可放进打字箱内，十分便于手提。我们目前的存货中有这样一台机子，我们将很乐意为您安排前来试用。自今年三月以来各种费用一直在上升，但我们仍未提价，不过目前的库存一旦售完便可能不得不这样做。为此我们建议您即时向我们下订单。 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)