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A Specimen Letter  
Dear Sirs: We are glad to know from your letter of May 15th that you have accepted our offer dated May 4th. In reply, we confirm having sold to you 10,000 metric tons of small red beans on the following terms and conditions: Price: at U.S. \$400 per metric ton C.F.R.

Vancouver. Packaging: in gunny bags of about 50 kilograms net each Quality: FAQ 2001 Shipment: to be effected from New York to Vancouver during January 2001. Payment: by a confirmed and irrevocable letter of credit in our favor, payable by draft at sight. We are pleased to have transacted this first business with you and look forward to the further expansion of trade to our mutual benefit.

先生：  
我们很高兴从贵方五月十五日的来信中得知，你们已接受我方五月四日的报盘。对此，我方确认按下列条款售给你方一万公吨小红豆：  
价格：每公吨成本加运费四百美元  
目的港：温哥华  
包装：麻袋，每袋净重五十公斤  
品质：2001年产大路货  
装运：2001年1月船期，从纽约至温哥华  
支付：以我方为受益人的保兑的、不可撤消的信用证，凭即期汇票支付。  
非常高兴此次与你们达成第一笔交易，盼望以后能进一步发展双方互利的贸易。

Substitution Drills  
1 The gap between your price and mine is still great. the quantities the prices 你我之间的 价格差异仍然很大。 数量差异 价格差异  
2 will lead to the change of our trade policy in the future. The execution of the contract The falling of the price The absence of the tariffs The coming of the financial

reforms合同的执行 将会导致我们未来贸易政策的变化。价格的  
的下调关税的免除即将到来的财政改革3 We can assure that  
everything is in order. Thank you for your sincere cooperation.you  
they ' ll be safethat your goods will be safe and sound我们可以保证  
事情都会有条不紊的。 谢谢您的真诚合作。他们将会很安全  
。 你的货物将会完好无损。 4 You mean we should meet each  
other half way?choose the minimum?accept the adjustable price?你  
的意思是说我们应该 各让一半吗？ 选择最小量吗？ 接受可调节  
价格吗？ 5 Mr. Green, do you think it ' s time to sign the  
contract?discuss the terms of payment?start working?格林先生， 你  
认为是该 签协议了吗？ 讨论付款条件了吗？ 开始工作了吗？  
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