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: www.danzhengyuan.com 订单:order sheet||order form||order blank||order note 订购帐簿:order boook 订购样品||凭样订购:sample order||order by sample 确实已订:firm order 第一次订购:initial order||first order 正式订单:formal order 有限订单:limited order 按行情订购:market order 原始订单:original order? 期订单||未能按时交货订单||尚未交货订单:back order 开口订货:open order 开始订货:opening order 继续订货||再次订货:repeat order 追加订货||补充订购:additional order 分批订单:split order 出口订单:export order 进口订单:import order 已收到订单:order on hand 领到订单:order booked 寄出订单:order given 收到订单:received order 邮购:mail order 新订单:new order 口头订单:verbal order 电报订单:cable order||telegraphic order 试验订购||试购:trial order 向.. 寄出订单:to order from||to give an order for||to place an order with||to put in an order||to pass an order 对.. 订货:to pass one an order 不订货:to pass with an order 对.. 传达订货:to transmit an order to one 接到订单||收到订单:to receive an order 寄空白订单:to place an order in blank 订货||已列帐:to take an order||to book an order 接受订单||接受订货:to accept an order||to take an order 决定成交:to close an order 执行订单:to fill an order||to execute an order||to attend to an order||to put an order through 完成订货||已交货:to complete an order 寄送一份订单:to send an order 发货||寄出货品:to dispatch an order 装船||已装船:to ship an order 改变订

货||变更订单:to modify an order||to make alterations in an order
继续订货:to repeat an order取消订货||撤消订单to cancel an order
确认订货:to confirm an order已将订货列帐:to book an order增
加订货:to increase an order将定货增加一倍:to duplicate an order
减少订货:to reduce an order请求订货:to solicit an order||to invite
an order错过一次订货:to miss an order依照某人指示:to make to
order of按照订单:as per order||as ordered||as one wishes费
用:charges免费:free of charges买方负责费用||对方负责费
用:charges forward费用已付||卖方已付杂费:charges paid||charges
prepaid装运单据||装货单:Shipping Documents海运提单:bill of
lading (B/L)海运保险:marine insurance policy货物装运单||装运
发票:shipping invoice收货传票:receiving note收货单||大副收
据:mates receipt (M/R)领事发票:consular invoice产地证
书:certificate of origin装船通知:shipping advice船运公司||海运
业:shipping business||shipping trade海运费用:shipping
charges||shipping expenses运费:freight运费率:freight rate火车货
运||货车:freight train||goods train对方付运费||运费待收:freight
forward||freight payable at destination||freight collect运费表||运价
表:freight tariff||freight list货运船:freight vessel||cargo boat||freighter
油轮||油槽船:tanker||tanker-steamer||tank-ship货车:freight wagon
交货||交付:delivery到达时交货:delivery on arrival于.....轮到达时
交货:to arrive per s.s.尚未下货||尚未卸船||在运途中:on
passage||in transit5月至6月交货:May/June delivery5月至6月装
船:May/June shipment货已备妥待装运:"ready||for delivery立即交
货:immediate delivery立即装船:immediate shipment近日内马上
交货:prompt delivery||near delivery不久交货:future

delivery||forward delivery分期交货:part delivery分期装运:part shipment最后交货付清:final delivery付清||已交清:complete delivery>交货缺少:short delivery短装:short shipment没有全部装上:shutout交货期||交货时间:time of delivery交货日期:date of delivery交货地点:place of delivery交货港口:port of delivery目的地:destination运送工具:transport||transportation交货||交付:transfer已装船:transmission转运||转船:transshipment接受到货:to accept delivery完成交货:to complete delivery请求订购据我公司记载,自上笔交易以来,我们的业务已中断了很长时间,不知是否因为我方服务不周所致,敬请告知。According to our records, it has been a long time since we last had the pleasure of serving you, and we are wondering whether something has "gone wrong".不论收到贵方任何订单,我均非常感谢.确信必将如期完成,并使贵方感到满意.We shall greatly appreciate any order that you may have for us and feel confident that it will be filled to your satisfaction.如蒙惠顾,请寄订单为盼.Should you think favourably of our application, kindly hand us your order-sheet.我们相信,近日内必能收到贵公司的试销订单,为此恭候来函.We trust that you will favour us with a trial at an early date, and await the pleasure of hearing from you.订购价格表已收到,请尽可能迅速以铁路货运下列商品,当不胜感激。I have received your price-list, and shall be glad if you will send me by rail as early as possible as follows:请送马路用,医院用,学校用,以及办公室用的各种大小适当的灯,一共 100个,谢谢。I shall be glad if you will let me have 100 Lamps of each of the various sizes, suitable for streets, hospitals, schools and offices.请寄我公司在本月 5日函中所详述的抽水机三个.其价

格按照贵公司来函所定价格。 We request you to hand us the three pumps described in detail in ours of the 5th inst., at the prices fixed in your letter. 请按照贵公司提供的样品, 供应我司50吨煤炭, 谢谢。 I shall be glad if you will forward fifty tons of coal, in accordance with your sample. 订单与信用证开证申请人: Opener 信用证上的进口人 || 买方: Accredited buyer || Accredited holder || Accredited importer 开证行: Opening bank || Issuing bank 受益人: beneficiary 受领信用的人: accreditee 受领信用证的人: addressee 受雇人: user 通知银行 || 联系银行: Notifying bank || Advising bank || Transmitting bank 购买银行 || 议付行: Negotiating bank || Purchaser || Negotiating party 善意持票人: Bona fide holder 受票人: Drawee 接受银行 || 承兑银行: Accepting bank 保兑银行: Confirming bank 无担保信用证 || 不跟单信用证: clean letter of credit 押汇信用证 || 跟单信用证: documentary letter of credit 确认信用证 || 保兑信用证: confirmed letter of credit 不确认信用证 || 不保兑信用证: unconfirmed letter of credit 不可撤销信用证: irrevocable letter of credit 可撤销信用证: revocable letter of credit 保兑不可撤销信用证: irrevocable and confirmed credit 不保兑、不可撤销信用证: irrevocable and unconfirmed credit 不保兑、可撤销信用证: revocable and unconfirmed credit 循环信用证: circular letter of credit || revolving credit 特定信用证: restricted letter of credit 旅行信用证: travellers letter of credit 商业信用证: commercial letter of credit 无条件信用证: "general credit 委托购买信用证: L/A letter of credit 特定授权信用证: S/A letter of credit 有条件转让信用证: ESCROW letter of credit 背对背信用证: back-to-back letter of

credit交互计算信用证:swing clause letter of credit开出计算信用证:open account letter of credit可转让信用证:assignable L/C有权追索信用证:with recourse L/C无权追索信用证:without recourse L/C银行信用证:bankers credit||bank credit前借信用证:packing credit原始信用证:original credit开立信用证:"to open a credit在银行裁决信用证:to arrange a credit with a bank以电报开出信用证:to cable a credit开出信用证:to issue a credit修改信用证:to amend a credit将信用证有效期延长:to extend a credit增加信用证金额:to increase a credit请求开立信用证:to take out a credit收回信用证||撤回信用证:to revoke a credit信用证例文我们很高兴得知贵公司早于5月5日向旧金山美国银行开出信用证。我们相信日内可望收到银行通知。 We are glad to learn that you forwarded the letter of credit on May 5 to the Bank of America in San Francisco. We assume we shall receive an advice within a few days.我们很高兴得知贵公司对此批订货,已通过国家银行开出以史密斯公司为受益人,面额为100000美元,12月31日前有效的信用证。 We are glad to learn that you opened a credit with the National Bank, in favor of Messers. Smith & F纽约更改为买方负担运费。 Kindly notify the buyers that we shall make an amendment in the L/C freight collect instead of C&F New York.本函仅为信用证修改通知书,并非证实书。 This is solely an advice of amendment of the L/C and not constitute a Confirmation of the message.收单与确认本月10日来函收悉,感谢贵方对...的订货。 We received your letter of the 10th inst., and thank you for your order for ...贵公司5月10日来函及五部印刷机器的定单均已收到,在此表示感谢。 We are in receipt of

your favour of the 10th May, with your order for five printing machines, which I herewith acknowledge with best thanks. 贵公司6月10日电报关于高级砂糖100英担定单已收到，并予以确认。 We confirm herewith your telegraphic order of the 10th June, for 100 cwt. of the best sugar. 贵公司7月10日函收悉，对此次订货，我公司表示感谢。 We acknowledge receipt of your favour of the 10th July, and thank you for the order you have given us. 安排订货与寄出对于4月10日所订机器，我们于昨天运出，请查收。 The machines ordered on the 10th April were despatched to your address yesterday. 感谢您5月5日的定单，本月已经履约，特此奉告。 In thanking you for your esteemed order of the 5th May, I inform you that it has this day been executed. 为赶5月10日开往横滨的货轮“阿苏号”，我司已货车将您所订购的货物送至伦敦码头。 The goods were forwarded to day, in our van, to the London Wharf for shipment by m.s. "AsoMaru", for Yokohama, sailing on 10th May. 贵公司所订的白衬衣料，本月已装上从西雅图开出的轮船“北野号”，该轮于明日（5月20日）起程，特此通知。 We have the honour to inform you that the shirtings kindly ordered were duly shipped today, by m.s. "Kitano Maru", sailing tomorrow, May 20th, from Seattle. 拒绝订货来源

： www.danzhengyuan.com 这是不得已的事，因为当地棉花市场缺货，价格上涨，每磅约10先令至10先令半。所以对此次贵公司的订货我公司无法供应，请原谅。 We are sorry to say that the quantity of cotton at the market just now is very small and prices consequently have advanced, say to 10s. and 10 1/2d. per lb. It is, therefore, out of our power to execute your order. 由于所需印刷

纸张无法解决，因此，贵公司订购我公司发行的杂志“奇闻奇事”未能安排。Your order for a supply of our booklet "A Wonderful Story" has not been filled, because of our inability to procure the necessary paper for printing.实在对不起，由于此次贵公司的订货条件，我公司无法供应。We regret to say that on the terms mentioned, we find it impossible to fill same.目前，关于此类特制品，没有存货，工厂也无法立即制造。因此，我们很担心，在接到订单后，恐怕不能保证在三个月内交货，敬请谅解。We have none of this particular make in stock at the moment, and, owing to the great pressure at the mills, we are afraid we cannot guarantee delivery within less than three months of receipt of orders.撤消或变更订单来源：www.danzhengyuan.com非常抱歉，兹因购货人已向我司撤消订单，迫使我司只好向贵公司取消这一次订货。To my deep regret, the buyer of these goods has just cancelled the order, a fact which compels me to cancel my order with you.很抱歉由于我司在今后一段时间内，所有货物品已完全够用，因此，不得不取消此次订货，敬请谅解。Our requirements are now fully covered for some time to come, and we therefore greatly regret that we have to cancel our order with you.非常遗憾地通知贵公司，因为购货人对贵公司价格500元不予确认，因此要求您取消此订单。We are sorry to report that our buyer does not confirm this order at your price \$500. we must, therefore, ask you to cancel same.非常遗憾，我公司不得不通知，在此同一时期内，需要取消数种订单。I regret that I have to notify you of so many orders being cancelled at the same time.>
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