

商务写作范文：如何来写订单(3) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/497/2021_2022__E5_95_86_E5_8A_A1_E5_86_99_E4_c85_497263.htm 1. 文体介绍 订货

(order) 是买方为要求供应具体数量的货物而提出的一种要求。此时，交易双方之间的陌生感已消除，可以说已经度过了接触障碍和难关。写定货信时应注意以下几点：(1) 开头就直接说明订购的意图。(2) 订货信一般应包括：商品的名称、品质、数量、包装、价格条件、支付条件以及需要对方提供的单据等。(3) 内容必须准确、清楚。不论是商品的价格还是商品的规格都应做到准确无误，否则会带来不必要的损失与麻烦。卖方收到订货电子邮件后必须进行确认。如果卖方无法提供买方所需要的货物，则最好介绍一些合适的替代品；如果买方所需货物的价格和规格发生了变化，卖方则提出还价并劝买方接受，但要注意：写拒绝接受订货的信时，必须非常谨慎，应为日后有可能的交易留下余地。

2. 实用范例 (1) Subject: An order
Gentlemen: The price quotes contained in your E-mail of May 20, 2002 gained favorable attention with us. We would like to order the following items consisting of various colors, patterns and assortments: Large 2000 dozen Medium 4000 dozen Small 2000 dozen As the sales season is approaching, the total order quantity should be shipped in July. At that time an irrevocable L/C for the total purchase value will be opened. Please confirm the order and E-mail a shipping schedule. Sincerely, Xxx
主题：订货 先生们：2002年5月20日电子邮件报价深受欢迎。我拟选各种颜色、式样、品种的衬衫如下：大号 2000打 中号

4000打 小号 2000打 售季将至，全部货物应于7月登轮。届时全额不可撤销信用证将予以开出。请确认订货，用电子邮件告知装运时间表。 真诚的，xxx (2) Subject: Out of Stock Dear Sir, We thank you for your Order No.222 received this morning for 8000 dozen cotton shirts, but regret to have to disappoint you. At present we have no stock of shirts in the size required and do not expect further deliveries for at least another five weeks. Before then you may have been to obtain the shirts elsewhere, but if not we will notify you immediately our new stocks come in. Yours faithfully, Xxx 主题；缺货 亲爱的先生：我们今早接到贵方222号订单，订购8000打棉质衬衫，十分感谢。但可能要使贵方失望了，十分抱歉。目前我们没有贵方所需尺寸的衬衫存货，而且至少在5个星期内亦不会有货。在此期间贵方可从别处购买衬衫，如未能购到，一旦新货运到，我们定当立即通知贵方。 3. 典型句型 a.We have pleasure in sending you an order for Cosmetics. 我们愉快的给贵方寄去化妆品订单。 b.We want the goods to be of exactly the same quality as that of those you previously supplied us. 我们希望此批订货质量与以前供应的完全一样。 c.Please supply ... in accordance with the detail in our order No.. 请照我方第。。号订单供货。 d.This is a trial order. Please send us 50 sets only so that we may tap the market. If successful, we will give you large orders in the future. 试订50台，以开发市场。如果成功，随后必将大量订购。 e.This order must be filled within five weeks, otherwise we will have to cancel the order. 此订单须在5周内交货，否则我方将不得不撤销此单。 f.We hope our products will satisfy you and that you will let us have the

chance of serving you again. 希望我方产品是你们满意，今后再来惠顾。 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