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该项业务是在市内或市郊，不论是专业或其它性质的，在不支付旅费情况下，本代理店均乐意效劳。 Any business which you may have in or near this city, whether of a professional nature or otherwise, and for the sake of which it may not be worth while to incur the expenses of a journey expressly, I shall be happy to transact as an agent. 我保证, 对所赋与的所有事项，将予以迅速、有效地完成, 并尽量节省开支。 I assure you that it shall be my endeavour to act with promptitude and efficiency, as well as with a due regard to economy, in all the matters entrusted to my care. 我确信能胜任任何交易，并能迅速，经济和使您满意地执行所接受的任何订货。 谨此恳请惠予赐顾。 Feeling confident of my ability to conduct any transactions, and to execute any orders committed to my charge in a speedy, economical, and satisfactory manner, I solicit the favour of your commands. 在本行业的国内外公司担任雇员和经理的12年里，我获得了透彻的知识和贸易经验，因此，能满足您一切合理要求。 The thorough knowledge and trade experience which I have gained in this branch of business during a twelve years engagement as an employee and manager of prominent firms in this branch both at home and abroad, will enable me to cope with all reasonable requirements. 如有所需，希望得到您的询价。 We hope to receive your inquiries when in the market. 兹附上价目及交易条款，并请注意下面的签名。 We enclose our list of prices and terms, and would ask you to kindly note the signatures at foot. 竭诚希望取得您的信赖与惠顾，并请注意以下签名。 Trusting to be favoured with your valued confidence in future, we wish to draw your attention to the

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