

询盘英语：第一次询价与答复商务师考试 PDF转换可能丢失图片或格式，建议阅读原文

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一、第一次询价 We have learned from Smith and company of Birmingham that you manufacture a range of high-fashion handbags in a variety of leathers. We operate a quality retail business and although our sales volume is not large, we obtain high prices for our goods. Would you please send me a copy of your handbag catalogue with details of your prices and payment terms? We would find it most helpful if you could also supply samples of the various skins from which the handbags are made. 从伯明翰史密斯公司获悉贵公司制作了一系列款式新颖皮革手提包。本公司经营高档零售业务，虽然销量不多，但是全属优质高价。现恳请惠寄货品目录，价格表和付款方式细则。此外，如提供各类革样本，不胜感激。

二、答复第一次询价 Thank you for your enquiry of 16 July. We are pleased to hear that you are interested in our products. We are sending you a copy of our latest catalogues under, separate cover, together with samples of some of the skins we regularly use in the manufacture of our products. I regret to say that we cannot send you the full range of samples. You can be assured, however, that such skins as crocodile and ostrich, not included in the swatch, are of the same high quality. Mrs. Angela wane, our European sales manager, will be in the UK next month and will be pleased to call in you. She will have with her a wide range of our products. When you see them, we think that you will agree that only the best quality materials are

used, and that the high standard of workmanship will appeal to the most discriminating buyer. We also manufacture a wide range of leather belts and gloves in which you may be interested. They are fully illustrated in our catalogue and are of the same high quality as our handbags. Mrs. Wane will be able to show you examples when she calls. We look forward to receiving an order from you. 7月16日来函已收到。得悉贵公司对我们的产品有兴趣，实感荣幸。兹奉上我以新的产品目录和常用的皮革样本谨供参考。很抱歉未能寄上全套样本，但其他诸如鳄鱼皮、鸵鸟皮等皮革都是同样优质上乘的。本公司欧洲营为经理安拉韦恩太太将于下月携同各类产品前赴英国。届时您若能抽空与她面谈和看看我们的产品，相信也会同意我们的产品质量上乘、手工精巧，能吸引最有鉴赏力的买主。除了手提包外，本公司亦制造多种系列精美的皮带和手套，贵公司如感兴趣，可参看产品目录中所刊登的插图。恩太太访时将向您展示样本。

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