

外销员外贸外语辅导：服装外贸常用英语语句外销员考试

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https://www.100test.com/kao_ti2020/549/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_549648.htm

A: Weve noticed that your orders have been falling off lately, havent you? A:我们发现贵公司的订单最近逐渐减少了，对吗? B:Thats because we have switched to made-up goods market. B:那是因为我们转向成衣生意的缘故。 A:Is there anything I can book for you now? A:目前有什么我可以代您订购的吗? B:What we can order from you right now are cotton goods. B:现在我们能向你订购的只有棉织品。

1、订购商品 Please send to the following items to be shipped by way express, and bill us. The order is contingent on receiving the terms of 2%-30days:1 doz. linen handkerchiefs : \$2.404pair tan pigskin gloves, size : \$12.002doz.assorted Orlon sport shirts : \$72.005pair assorted cotton socks : \$2.00TOTAL : \$88.40. 请将下列各项商品

交由铁路以快运方式发运给我们并列帐单。按照“2%-30天”的条件执行。一打亚麻布手帕2.40美元4双棕黄色猪皮手套(尺码)12.00美元。2打各种花色的奥纶运动衫72.00美元。5双杂色棉线短袜2.00美元。合计88.40美元。2、开具所需商品单并要求尽快装运

Please ship the following goods by motor freight as soon as possible, and charge them to our account:15lbs. bicarbonate of soda \$4.501gross boxes of aspirin \$36.0020bottles Rapp

Syrup-#47B \$10.00TOTAL \$50.50. 请尽快用汽车发运下列物品

：费用请记入我方帐内。15磅小苏打4.50美元。12打盒装阿司匹林36.00美元。20瓶拉普糖浆-47B10.00美元。合计50.50美元

3、确认订货 This is to confirm my telephone order of yesterday for

the following items: 4Jr.Sewing Machines Model 3A 7Homemakers Ironing Boards15 Fold Up Clothes Racks. 昨天我在电话所联系的下列各项订货现作进一步确认。4台3A型小缝纫机、7只家用熨斗、15只折迭式衣架。4、要求按订货单发货 Thank you for your samples of striped coatings received today. Please make shipment in accordance with our Order No.2602 enclosed herewith. 今天收到你们寄来的带条纹外衣料样品，谢谢。请按照信内附寄的第2602号订单发货。5、无法供货 We refer to your telex of 12 August and ours of today regarding the supply of black silk. As you perhaps know, demand for the above has been heavy since last year. We are consequently fully committed at the moment and are unable to make you the offer as requested. We assure you, however, that we shall contact you as soon as fresh supplies become available. Should your customers requite other silks, please let us know. 贵公司8月12日的电传已经收到，现就有关黑色丝绸供货问题电复。自去年以来，上术货品的需求量极高。本公司暂未能承接定单，故无法按贵公司要求报价。他日一旦有新货源，本公司定当即时与贵公司联络。若贵客户需要其他丝绸货品，亦请告知。6、拒绝订货 Thank you for your order no.458 for tin plate sheets which we received today. We regret that, owing to a shortage of stock, we are unable to fill your order. Moreover, our manufacturers cannot undertake to entertain your order for future delivery owing to the uncertain availability of raw materials. We will, however, contact you by telex once supply improves. In the meantime, please feel free to send us your specific enquiries for other types of metal sheets. You can assured of our best attention at all

times. 今天收到贵公司458号镀锡板的定单。因为存货短缺，未能供应贵公司所需货品，特此致歉。此外，制造商尚未确定原料供应量是否充足，所以不能接受其他定单。一旦供应情况改善，我们将电传通知贵公司。若贵公司需要其他金属薄板型号的资料，我们乐意随时效劳。

7、拒绝接受再次订货
We are pleased to acknowledge your letter of 6 March informing us that you are satisfied with our ladies tights shipped to you per SS Blue Seas. We also note that you wish to place a repeat order. We regret that we cannot at present entertain any new orders for Baletto ladies tights owing to heavy orders. We are, however, keeping your order before us. As soon as we are in a position to accept new orders, we will contact you by telex. With regard to stock lines, we are enclosing a list for your information. Should you be interested in any of these, please let us know your requirements, stating quantity, style and sizes.

3月6日的来信已收到，得悉贵公司满意经由蓝海号轮船运送的女装紧身衣，并希望再订购货品，深表谢意。由于定单过多，本公司很抱歉暂时未能接受巴勒图女装紧身衣的新定单。我们会保留贵公司的定单，一俟能接受新定单，即以电传知会贵公司。现随函附上本公司存货清单以供参考。如欲订购任何货品，请告知所需货品之数量、式样和尺码、本公司半竭诚为您效劳。

8、拒绝特别订货要求
We are pleased to acknowledge your letter of 6 March informing us that you are satisfied with our ladies tights shipped to you per SS Blue Seas. We also note that you wish to place a repeat order. We regret that we cannot at present entertain any new orders for Baletto ladies tights owing to heavy orders. We are, however, keeping your order before

us. As soon as we are in a position to accept new orders, we will contact you by telex. With regard to stock lines, we are enclosing a list for your information. Should you be interested in any of these, please let us know your requirements, stating quantity, style and sizes. 谢谢贵公司5月20日特别订货要求的来函。本公司遇有客户特别要求，如情况许可，亦乐意加工变换有关产品的用料或颜色。贵公司的要求经转达生产部经理作成本预算后，考虑到所需费用较贵公司所拟高出很多，因而未能照办，非常抱歉。现正联络其他厂商，研究是否能以合理价格达成要求。不日将有答复。承蒙查询加工事宜，谨致衷心谢意。如有其他要求，本公司乐意随时候命。即若未能效劳，亦当物色其他能胜任的商代办。

Free Carrier (named place) 货交承运人
Free Alongside Ship (named port of shipment) 船边交货(指定装运港)
Free On Board (named port of shipment) 船上交货(指定装运港)
Cost & Freight (named port of destination) 成本加运费(指定目的港)
Cost, Insurance and Freight (named port of destination) 成本，保险加运费(指定目的港)

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