

商务英语之订货的表达实用英语考试 PDF转换可能丢失图片或格式，建议阅读原文

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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 : \$2.40 4 pair tan pigskin gloves, size : \$12.00 2 doz. assorted Orlon sport shirts : \$72.00 5 pair assorted cotton socks : \$2.00 TOTAL : \$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。 1打亚麻布手帕 2.40美元 4双棕黄色猪皮手套（尺码） 12.00 2打各种花色的奥纶运动衫 72.00 5双杂色棉线短袜 2.00 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 \$4.50 1 gross boxes of aspirin \$36.00 20 bottles Rapp Syrup-#47B \$10.00 TOTAL \$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-47B 10.00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: 4 Jr. Sewing Machines Model 3A 7 Homemaker's Ironing Boards 15 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 require 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。

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