

商务英语综合辅导：回复询盘英文样本商务英语考试 PDF 转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/632/2021\\_2022\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_8B\\_B1\\_E8\\_c85\\_632077.htm](https://www.100test.com/kao_ti2020/632/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_632077.htm) 除此之外，可以自行

分析以下原因：1)你公司(包括你自己)给客户的信誉度如何? 2)你的产品报价的价位(与市场行情差价)如何? 3)你的商贸语言及技巧如何(是否会产生误解或含糊不清)? 4)你可以把自己发出去的传真、电子邮件换个角度看一看?(如果你是客商，你会不会接受?) 将电子询盘转化为真实订单：一个较好的回

复询盘样本 Sample a better reply Dear buyer: It is good to hear from you again. You inquired about my bamboo baskets on September 15, 1998. I sent you a company catalog at that time. I can send you a second catalog if you need? You are not the only importer in Brazil that has asked us about bamboo baskets. I have also received inquiries from ABC company, Universal Co Ltd in Brazil, but they always inquired another kind of baskets. I will introduce this kind of basket for you if you need. Would you like me to help you by making a special sample for your Brazil market? We are a professional bamboo products manufacturer with 14 years experiences in China, offering over 1,500 various kinds of bamboo products and monthly output up to 5 millions pieces. We are the best manufacturer that you can trust in China. The details for the product (as the attached photo) you inquired as following: FOB XXX, Min. Order: 2,000, Price: USD 1.80/pc, Delivery Time: 30 days after the receipt. If you provide us with your express accounts, we will send you a sample with a catalog. I look forward to your reply!

买家您好,很高兴再次收到您的查询:您在1998年9月15日曾向我们查询过竹篮,那时我们曾寄过公司目录给您,如您需要我可再寄一次给您。您并不是巴西唯一向我们查询过竹篮的进口商,我们也曾收到来自巴西ABC、Universal等的进口商的查询,但他们总是查询另一种竹篮,如您有需要,我可以向您介绍那一类的竹篮,您是否希望我为您的巴西市场做些特别的样品?我们是有十四年专业竹制品经验的中国制造商,提供超过1,500种多样的竹制品,月产量达五百万个,是您最值得信赖的中国竹制品供应商。您询问的产品如附图资料如后:XXXXXXXXXXXXX。我明天会寄一份目录给您,若您能提供您的快递账号,我们将把样品一同寄给您!期待尽快收到您的回复。

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