

订单英语：用简单英语谈生意外销员考试 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/645/2021_2022__E8_AE_A2_E5_8D_95_E8_8B_B1_E8_c28_645096.htm 外贸订单英语，如何

下订单,订单英语用简单英语谈生意。 A: Are you ready to place your order now ?B: The order will be mailed to you next week .A: Is it going to the head office ?B: No, I think it is going to be mailed to your local branch .A:你们准备好下订单了吗？ B:下星期就寄给你们。 A:寄到总公司？ B:不，寄到分社。 A: Thank you very much for the order .B: We appreciate your fast service .A: We do the best we can .B: Well be calling you again next month .A:谢谢你的订货。 B:麻烦你会尽力处理，谢谢。 A:我们会尽力而为。 B:下个月我们会再打电话给你。 A: We havent received your order yet.B: It was mailed last week .A: Ill check the office one more time .B: And Ill see if there was any mistake on our end .A:您的订单我们还没收到。 B:上个礼拜我们还没收到。 A:我再跟公司查一下。 B:我这边也会看看是否有什么差错。 A: We need to make a change on our last order .B: What was the order number?A: It was j-223,just double the second item .B: Sure ,Ill be glad to take care of it for you .A:上回的订单我们需要更改。 B:订单号码多少？ A:j223。 第二项的订量要加倍。 B:好的，没问题，乐于为你服务。 A: Im here to see the purchasing agent .B: Hes not in his office at the moment.A: May I wait ?B: Yes ,he should return soon .A:我是来拜访采购经理的。 B:他现在不在办公室里， A:我等他一下没关系吧？ B:请，他应该很快就会回来。 A: Im the purchasing agent here .B: Id like to give you one of our new catalogs .A: Ill put it in my

files .B: Thank you very much ,A:我是这里负责采购的B:我们有新目录想给你A:我会将它归档。 B:非常谢谢你。 A: Do you usually buy in large quantities ?B: Our standard order is 500cases at a time .A: We can handle an order that size very easily.B: Well let you know the next time we need to place an order .A:你们的订购量通常都很大吗？ B:我们的标准订量是一次500箱。 A:这种量我们做起来很容易。 B:下次需要订购时我们会通知你。 A: If I place an order now ,when would you be able to ship it ?B: That all depends on the size of the order .A: It will be about the same as it was last time .B: We should be able to get that off to you right away. A:如果现在下单子，什么时候可以出货？ B:这要订购量的多寡。 A:大概和上回的订量一样。 B:这样的话，我们马上就可以出货A: This is last order we will be placing for a while .B: Oh? Is there some trouble ?A: No ,were just getting a lot of material stock piled .B: Let me know when you are ready to order again.A:这是最后一次下订单，我们暂时不再订货了。 B:哦，有什么问题吗？ A:没什么问题，只库存材料太多了。 B:那么需要再订货时，请与我联系。 A: If I place an order now ,when would you be able to ship it ?B: That all depends on the size of the order .A: It will be about the same as it was last time .B: We should be able to get that off to you right away. A:如果现在下单子，什么时候可以出货？ B:这要订购量的多寡。 A:大概和上回的订量一样。 B:这样的话，我们马上就可以出货A: We want to order some of these .B: This is a standard size . A: Can you supply us right away?B: Yes ,we have plenty on hand right now .A:我们想订些这种货。 B:这是标准尺寸。 A:能够立刻供货吗？ B:可以，我们目前有不少现货。 A: This is what

we need .B: I dont think this is a standard size.A: Its not .it is a little oversized.B: In that case ,we wouldnt have it in stock .A:我们要的就是这个。 B:我看这不是标准尺寸吧？ A:不是，它比标准的大了一点。 B:如果是这样，我们库存不会有。 A: Is this the part that you need ?B: Yes ,that s right .A: How many do you need ?B: Well take all that you can give us .A:这是不是你所需要的零件？ B:是的，没错。 A:你需要多少？ B:你们有多少就买多少。 A: I understand you want to increase your order .B: Yes ,we have to double it . A: Im not sure we have that much on hand .B: Could you check it for me ,please?A:我知道你想增加订购量。 B:是的，我们必需加倍。 A:我没把握现在的量有没有那么多。 B:请你查一下好吗？ (105)A: I checked our supply of that material you asked for .B: How does it look?A: Weve got plenty,B: Good ,Ill get an order to you right away .A:我查过了库存中你要的那种材料。 B:怎么样？ A:我们有不少。 B:好极了，我立刻就下订单给你。(106)A: I just got an answer about the stock we have on hand .B: Good news ,I hope .A: Sure, we can handle your order .B: Boy ,Im really glad to hear that .A:我刚刚接获通知我们现有库存量。 B:希望是好消息。 A:嗯，你的订单没问题。 B:哇，听了真叫人高兴。 A: How much did you want to increase your order .B: We need three times as much as we originally ordered.A: Ill have to check to see if we can handle that .B: Please do. We re desperate for the material .A:你的订量要增加多少？ B:原来的三倍。 A:我得查查看我们是否付得了这么多。 B:麻烦你了，我们非常需要这些材料。 A: We dont have enough material on hand to take care of this .B: When will you have more?A: By the end of next month .B:

Im not sure we can wait that long .A:我们现在手边的存量不够你的订单。 B:什么时候你们会再进货呢？ A:下个月底。 B:恐怕等不了那么久了。 A: Were going to be placing a large order soon .B: This is a pretty hot item .A: Were really going to need it .B: In that case ,Ill have some set aside for you .A:我们马上就会下一张大订单了。 B:这货十分抢手哩。 A:我们真的一定要定到。 B:既然这么说，我会为你留一些下来。 A: Were out of one item on your order .B: Do you have any suggestions.A: We can give you a better one at the same price .B: Good . go ahead and do that .A:你我订的货里有一项我们没有了， B:你说怎么办？ A:我们可以给你更好的一种，价钱一样。 B:好啊，就这么办。 A: Can we substitute the J-123 for the J113?B: Is the price the same ?A: Yes ,just the same .B: That will be alright with us .A:以J-123来替代J-113，可以吗？ B:价钱一样吗？ A:一样。 B:那就可以。 A: Our order specified "no substitutions". B: We were out of the part you needed .A: We just cant use this one ,it wont work .B: Is see ,well have it picked up ,inthat case .A:我们订单上特别裁明了“拒收替代品”。 B:你要的那种零件我们没有货了， A:这种的我们就是不能用，行不通的。 B:哦，我明白了，这样的话，我们就把它挑出来。 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com