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Brief Introduction 在对外贸易中，交易的一方欲出售或购买某种商品，向另一方询问买卖该商品的各项交易条件，这种口头的或书面的表示，在进出口业务中称之为询盘或询价。询盘一般分为两种：1) 一般询价：这种询价并不一定涉及到具体的交易，一般属于大致的了解。2) 具体询价：所谓具体询价实际上就是请求对方报盘 (request for an offer)。也就是说，买方已准备购买某种商品，或已有现成买主，请卖方就这一商品报价。

Basic Expressions 1. Our buyers asked for your price list or catalogue. 我们的买主想索求你方价格单或目录。 2. Prices quoted should include insurance and freight to Vancouver. 所报价格需包括到温哥华的保险和运费。 3. I would like to have your lowest quotations C.I.F. Vancouver. 希望您报成本加运费、保险费到温哥华的最低价格。 4. Will you please send us your catalogue together with a detailed offer? 请寄样品目录和详细报价。 5. We would appreciate your sending us the latest samples with their best prices. 请把贵公司的最新样品及最优惠的价格寄给我们，不胜感激。 6. Your ad in today 's China Daily interests us and we will be glad to receive samples with your prices. 对你们刊登在今天《中国日报》上的广告，我们很感兴趣。如能寄来样品并附上价格，不胜欣慰。 7. Will you please inform us of the prices at which you can supply? 请告知我们贵方能供货的价格。 8. If your prices are reasonable, we may place a large order with you.

若贵方价格合理，我们可能向你们大量订货。 9. If your quality is good and the price is suitable for our market, we would consider signing a long-term contract with you. 若质量好且价格适合我方市场的话，我们愿考虑与你方签署一项长期合同。 10. As there is a growing demand for this article, we have to ask you for a special discount. 鉴于我方市场对此货的需求日增，务请你们考虑给予特别折扣。 11. We would appreciate your letting us know what discount you can grant if we give you a long-term regular order. 若我方向你们长期订货，请告知能给予多少折扣，不甚感激。 12. Please quote your lowest price CIF Seattle for each of the following items, including our 5% commission. 请就下列每项货物向我方报成本加运费、保险费到西雅图的最低价格，其中包括我们百分之五的佣金。 13. Please keep us informed of the latest quotation for the following items. 请告知我方下列货物的最低价格。 14. Mr. Smith is making an inquiry for green tea. 史密斯先生正在对绿茶进行询价。 15. Now that we have already made an inquiry on your articles, will you please make an offer before the end of this month? 既然我们已经对你们的产品进行了询价，请在月底前报价。 16. As a rule, we deliver all our orders within 3 months after receipt of the covering letters of credit. 一般来说，在收到相关信用证后三个月内我们就全部交货。 17. Please quote us your price for 100 units of Item 6 in your catalog. 请给我们提供你们产品目录册上100组6号产品的报价。 18. Those items are in the greatest demand in foreign markets. 那些产品在国外市场上的需求量很大。 19. Would you please quote me your prices for the goods? 你能报给我这些商品的价格吗？ 20. We have quoted this

price based on careful calculations. 这个报价是我们在精打细算的基础上得出来的。 Conversations Dialogue 1 A: Good afternoon. I am Mr. Brown, the Import manager of Atlantic Industries Ltd, Sidney, Australia. This is my card. B: Good afternoon, Mr. Brown. My name is Mrs. Anderson, manager of the sales department. A: Nice to see you, Mrs. Anderson. B: Nice to see you too, Mr. Brown. Won ' t you sit down? A: Thank you. B: What would you like, tea or coffee? A: I ' d prefer coffee if you don ' t mind. B: Is it your first trip to the Fair, Mr. Brown? A: No, it ' s the fourth time. -- 下午好！我是布朗先生，是澳大利亚悉尼大西洋工业有限公司进口部经理。这是我的名片。 -- 布朗先生，下午好！我是安德森女士，销售部的经理。 -- 见到你很高兴，安德森女士。 -- 布朗先生，我也很高兴见到你，请坐。 -- 谢谢。 -- 你愿喝茶还是咖啡？ -- 如不介意请来杯咖啡吧。 -- 布朗先生，这是您第一次参加博览会吗？不，这是第四次了。 B: Good. Is there anything you find changed about the Fair? A: Yes, a great deal. The business scope has been broadened, and there are more visitors than ever before. B: Really, Mr. Brown? Did you find anything interesting? A: Oh, yes. Quite a bit. But we are especially interested in your products. B: We are glad to hear that. What items are you particularly inter - ested in? A: Women ' s dresses. They are fashionable and suit Australian women well, too. If they are of high quality and the prices are reasonable, we ' ll purchase large quantities of them. Will you please quote us a price? B: All right. -- 太好了。您发现博览会有什么变化吗？ -- 对，变化很大。经营范围扩大了，而且客户也多了很多。 -- 布朗先生，真的吗？你有没

有发现感兴趣的商品？ -- 是的，有很多。我们对你们的产品尤其感兴趣。 -- 听你这样说我们真高兴。您对什么产品尤其感兴趣呢？ -- 连衣裙。这些连衣裙的款式不仅时髦，而且很适合澳洲妇女穿着。如果这些衣服质量好，价格合理，我们将大量订购。您能开个价吗？ -- 那好吧。 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](http://www.100test.com)