

外销员外贸外语辅导：请求延期付款、分期付款用语外销员  
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[https://www.100test.com/kao\\_ti2020/645/2021\\_2022\\_\\_E5\\_A4\\_96\\_E9\\_94\\_80\\_E5\\_91\\_98\\_E5\\_c28\\_645585.htm](https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645585.htm) 延期付款和分期付款是商业运作中难免的事。向外国公司要求延期和分期付款时要怎么说才适宜呢？下面的东西也许能帮你一点忙哦！

**请求延期付款** 我公司总裁先生因急事出差东京, 5月1日以前不能返回, 故该欠款请宽延至5月1日, 我们将于5月2日汇款。 Our President is away in Tokyo on urgent business, and will not return until May 1st. So if you will kindly let the matter stand over till then, we will send you a check by the first post on the 2nd of the same month. 数日之内我们将有三笔大额进款, 所以我们最迟于下星期一以前定给贵方汇款。 As we expect to receive three large sums within the next few days, we will send you money by Monday at the latest. **无力付款** 非常遗憾, 本公司目前实在无力结清该账。 We regret that we are not able to make you a settlement at the moment. 贵公司要求该账在7月16日以前结清, 但我公司恐怕无能为力, 我们将乐意接受贵方二个月期的汇票以结清这笔款项。 We are afraid it will be impossible for us to settle your account by the 16th of July next the date you mention but we shall be willing to accept a bill for the settlement at 2 m/date. **分期付款** 我们送货后, 顾客直接向我们办分期付款。我们收款时, 要将收据交付顾客。 The customer pays the installments directly to us, after the delivery of articles and we send him the receipts. 您租用我公司的缝纫机一台, 同时送上一张契约书, 记明您应为此每月付款15美元。 You have a sewing machine on hire from us, for which we

hold your written agreement to make regular payments at the rate of \$15 per month. 我们约定分期付款而将该机械租给贵公司使用。我们希望贵公司对此协议能严格履行。 As the machine was hired to you on the understanding that regular payments would be made, we must ask that in the future the terms of the agreement should be strictly adhered to. 付款日通知 敬请留意, 我公司对市区的付款日, 订于每周星期三上午11时起至下午3时。但是, 我们希望各位债权人至少提前三天派代表与我行接洽清偿金额。 Please note that our payday for Town Accounts is Wednesday of any week, between the hours of 11 am and 3 pm, but we expect creditors to send representatives to agree to amounts for settlement at least three days prior to calling for their checks. 提交清算书后15日内付款可打10%的折扣, 超过15日, 依全额付清。 The account is subject to 10% discount if settled within fifteen days of rendering, after which it is strictly net. 欢迎进入：2010年外销员课程免费试听 点击进入免费体验：百考试题外销员在线考试中心 更多信息请访问：百考试题论坛外销员 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)