

国际商务师业务外语辅导：装运通知模板国际商务师考试

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把国际商务师站点加入收藏夹 欢迎进入：2009年国际商务师

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试题论坛国际商务师 20 May 2000 Kee & Co., Ltd 34 Regent

Street London, UK Dear Sirs: Thank you for your letter of 20 May

enquiring about the shipment of your order under contract 4632.

Please accept my apology for the delay which has been caused by the

unavailability of shipping space from Bombay to London. The

matter was, however, in hand and your consignment was shipped

yesterday on board SS Pandit which is sailing directly to London. I

enclose one set of shipping documents comprising: 1. One

non-negotiable copy of the bill of lading 2. Commercial invoice in

duplicate. 3. One copy of the certificate of guarantee. 4. One copy of

the certificate of quantity. 5. One copy of the insurance policy. I am

glad that we have been able to execute your order as contracted. I

trust the goods will reach you in time for the winter selling season

and prove to be entirely satisfactory. I will personally ensure that you

receive our prompt and careful attention at all times. Yours faithfully,

Tony Smith Chief Seller Enc. 先生: 五月二十日询问有关订货合

约第4632号装运情况的来信收悉。因为未能取得从孟买到伦

敦的货位而造成延误，本人深感歉意。但是，该货已于昨日

装运上潘迪特号轮船，直接驶往伦敦。随函敬附下列装运文

件：一、不可转让的提货单副本一份。二、商业发票一式两

份. 三、保证书副本一份. 四、数量证明书副本一份. 五、保险单副本一份。本人能够按照合约订明的要求为贵公司效劳，深感殊荣，深信此货将及时运抵贵公司，符合订明的质量要求。如有任何需要，本人乐意效劳。采购部主任 托尼.斯密斯谨上 2000年5月20日 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