

国际商务师业务外语辅导：如何写第一封报价信函国际商务师考试 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__E5_9B_BD_E9_99_85_E5_95_86_E5_c29_645114.htm id="feiw" class="aizi">

20 January 2004 Kee & Co., Ltd 34 Regent Street London, UK

Dear Sirs: This time last year you placed an order for Type BS362 12-volt sealed batteries. This is a discontinued line which we had on offer at the time. We now have a similar product on offer, Type CN233. It occurs to us that you might be interested. A descriptive leaflet is enclosed. We have a stock of 590 of Type CN233 which we are selling off at GB £ 30 each. We can offer a quantity discount of up to 15%, but we are prepared to give 20% discount for an offer to buy the complete stock. We are giving you this opportunity in view of your previous order. We would appreciate a prompt reply, since we will put the offer out in the event of your not being interested. Yours

faithfully, Tony Smith Chief Seller 主动报价函电范文(英文版) 先生:

去年此时贵公司所订购的BS362型号12伏密封电池，现已停止生产。现有同类型产品CN233，存货共五百九十件，特惠价每件30英镑。贵公司如感兴趣，敬请参看随附的简介说明。大批订购可获八五折优惠，整批购入则可享八折特惠。

为感谢贵公司以往惠顾，特此给予订购优惠。极盼立即回覆

，如贵公司未欲订购，本公司亦能尽早另作安排。销售部主任 托尼.斯密思 谨上

2004年1月20日 把国际商务师站点加入收藏夹 欢迎进入：2009年国际商务师课程免费试听 更多信息请访问：百考试题国际商务师、百考试题论坛国际商务师

100Test 下载频道开通，各类考试题目直接下载。详细请访问

