

国际商务师业务外语辅导：询盘函电范例国际商务师考试

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class="mar10"> KK Kiddie Korner, Inc. March 2nd, 2000 Datex
Trading Co. Ltd. Lianfang building 666 Huayuan Avenue

Dalian, Liaoning China Dear Sir or Madam, We were impressed by the selection of sweaters that were displayed on your stand at the Menswear Exhibition that was held in Chicago last month. We are a large chain of retailers and looking for a manufacturer who could supply us with a wide range of sweaters for the teenage market. As we usually place very large orders, we would expect a quantity discount in addition to a 20% trade discount off net list prices, and our terms of payment are normally 30 days bill of exchange, documents against payment. If these conditions interest you, and you can meet orders of over 1000 garments at one time, please send us your current catalogue and price-list. We hope to hear from you soon. Yours faithfully, Fred Johns China Trade Manager

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