

2011年外销员考试外贸英语辅导：函电范文 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/646/2021_2022_2011_E5_B9_B4_E5_A4_96_c28_646239.htm 交易的第一步 1. 向顾客推销商品

Dear Sir: May 1, 2001 Inquiries regarding our new product, the Deer Mountain Bike, have been coming in from all parts of the world. Reports from users confirm what we knew before it was put on the market - that it is the best mountain bike available. Enclosed is our pochure. Yours faithfully 2. 提出询价 Dear Sir: Jun.1, 2001 We

received your promotional letter and pochure today. We believe that your would do well here in the U.S.A. Kindly send us further details of your prices and terms of sale. We ask you to make every effort to quote at competitive prices in order to secure our business. We look forward to hearing from you soon.. Truly 3. 迅速提供报价 Dear Sir: June 4, 2001 Thank you for your inquiry of June the 1st concerning the Deer Mountain Bike. It gives us great pleasure to send along the technical information on the model together with the catalog and price list. After studying the prices and terms of trade, you will understand why we are working to capacity to meet the demand. We look forward to the opportunity of being of service of you. 交易的契机 4. 如何讨价还价 Dear Sir: June 8, 2001 We have

received your price lists and have studied it carefully. However, the price level in your quotation is too high for this market, If you are prepared to grant us a discount of 10% for a quantity of 200, we would agree to your offer. You should note that some price cut will justify itself by an increase in business. We hope to hear from you

soon. Yours truly 5. 同意进口商的还价 Dear Sirs: June 12, 2001
Thank you for your letter of June the 8th. We have accepted your offer on the terms suggested. Enclosed our will find a special price list that we believe will meet your ideas of prices. You should note that the recent advances in raw materials have affected the cost of this product unfavorably. However, for your order we have kept our prices down. Sincerely 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