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https://www.100test.com/kao_ti2020/646/2021_2022__E5_B8_B8_E7_94_A8_E5_A4_96_E8_c96_646060.htm 从ABC公司处得知你公司供应毛衫。正如你们所知，我们是经营此类商品已有多年的国营公司。请寄给我们关于你方新产品的小册子。如果你方价格具有竞争力并且装方式可以接受的话，我们打算下一笔大订单。我们有意获得你方新产品的商品目录及价目单。

We learn from ABC Co. that you are one of the suppliers of sweaters. As you know, we are a state-owned enterprise dealing with this kind of articles for many years. Please send us your brochure on your latest products. If your price is competitive and the terms of payment is acceptable, we will place a large order. We would like the catalogue and price list of your latest products.

1. Please reply as soon as possible, 说明最早装船期和付款条件。
2. If you are interested, please cable us, 说明所需数量。
3. We cabled you yesterday, 报你2000公斤核桃仁(walnutmeat) , 5月船期。
4. Please reply as soon as possible ,告知我们必要的详细情况。
5. We cabled you today, 向你订购5000打自来水钢笔(fountain pen)。
6. We wrote you last week, 要求你们寄来你们最近的价目表。
7. Please quote us your lowest price, 说明支付条款和包装情况

KEY:1 . Please reply as soon as possible, stating the earliest date of shipment and the terms of payment. 2. If you are interested, please cable us, indicating the quantity you require. 3. We cabled you yesterday, offering you 2,000 kilos walnutmeat for shipment during May. 4. Please reply as soon as possible, giving us all necessary information. 5. We cabled

you today, placing with you an order for 5,000 dozen fountain pens.
6. We wrote you last week, asking you to send us your latest price list.
7. Please quote us your lowest price, stating the terms of payment and packing condition

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