

第三单元 寻购与询盘

1. 买方寻购

寻购	We are considering buying Chinese leather shoes. 我们正有意购买中国皮鞋。
	We are considering buying your woollen knitwear. 我们有意购买贵方毛织品。
	We are in the market for cotton piece goods. 我们正在寻购棉布。
	We are interested in the silk made by your company. 我们对贵公司生产的丝绸很感兴趣。
	We are potential buyers of the latest style blouse. 我们有意购买贵方的最新款女式衬衫。
	We are ready to purchase your Maple Brand Men's Shirts in large quantity. 我公司打算大量购买贵公司的枫叶牌衬衫。
	We are very interested in your new children's clothing line. 我们对贵公司最新的儿童服装系列非常感兴趣。
	We intend to book a trial order with you. 我们想向贵方试订一批货。
	We saw your advertisement posted on the Internet on March 15th about your textile products, and we are interested in your pure cotton bed-sheets. 我们看到贵公司 3 月 15 日在网上发布的纺织品广告，对贵公司的全棉床单很感兴趣。
	We want to import chinaware of the best quality. 我们想进口质量上乘的瓷器。
	We're very interested in the products you exhibited at the international exhibition. 我们对你们在国际展览会上展出的产品很感兴趣。
	Your products are almost exactly what we're looking for. 贵公司的产品正是我们所要找的。

2. 买方询价

询价	As a major manufacturer of washing machines, we require large quantities of electric motors from 1 to 5 HP. Kindly quote us prices for our consideration. 作为洗衣机的主要制造商，我们需要大量 1 ~ 5 马力的电动机，请贵方报价供我方考虑。（编者注：为了帮助读者了解更多的国际贸易中常用的计量单位，本书中的一些非法定计量单位未做变更，如马力、公吨、码等）
	Can you supply this quality at approximately 50 cents per meter? 你方可否以每米 50 美分的价格提供这种质量的产品？
	Could you quote us the lowest price for leather gloves? 能否给我们报皮手套的最低价格？
	One of our clients has taken an interest in your products and wishes to have your quotations for the items specified below. 我方一客户对你方产品感兴趣，并希望你方就如下所列商品报价。
	Please let us have information as to the price and quality of the goods. 请告知该商品的价格和质量。
	Please let us know your lowest possible prices for the relevant goods. 请告知你们有关商品的最低价。
	Please make an offer for the bamboo shoots of the same quality as in the last contract. 请把上次合同中订的那种质量的竹笋向我们报个价。
	Please quote us your lowest price for synthetic fiber goods, such as nylon, vinylon, and saran made in Japan. 请对日本生产的合成纤维的制品，如尼龙、维尼龙、莎纶等报最低价格。
	We desire your lowest quotations for frozen rabbit. 我们想要你方冻兔肉的最低报价。
	We suggest that you quote us competitive prices for the relevant goods. 我们建议贵方报有竞争力的价格并给优惠条款。
	We would appreciate it if you let us know the ruling prices of the goods. 如你能告知该商品的普遍价格，将不胜感激。

3. 买方询盘

询盘	Can you make an offer, CFR London, at your earliest convenience? 你能尽快报一个伦敦港成本加运费的价格吗？
	Full information as to prices, quality, quantity available and other relevant particulars would be appreciated. 请详告价格、质量、可供数量，及其他有关情况。
	I'd like to have your lowest quotations, CIF Rotterdam. 我想请你们报鹿特丹最低到岸价。
	Kindly let us know at what price and quantities you deliver best refined sugar. 敬请告知贵公司可供应的上等砂糖的价格和数量。

询盘	Kindly let us know at what price per ton you are able to deliver top-quantity refined sugar. 请告知我们在大宗订货的情况下每吨优质糖的价格。
	One of my clients wishes to inquire about 100 cases of black tea. 我的一个客户求购 100 箱红茶。
	Please make us an offer for 5 metric tons of walnuts. 请报 5 公吨核桃仁的价格。
	Please quote the price including insurance and freight to London. 请报一个包含保险费和到伦敦的运费在内的报价。
	Please quote us the lowest price for five hundred kilograms best cork. 请报 500 千克一级软木（瓶）塞的最低价格。
	Please quote your lowest price CIF Dalian for each of the following items, inclusive of our 2% commission. 请报下列各种商品的 CIF 大连最低价，包括我方 2% 的佣金。
	Please quote your lowest price CIF New York, and state the earliest date of shipment and terms of payment. 请报 CIF 纽约最低价，并说明最早的船期和付款方式。
	Please send us your best CIF quotation for sewing machines. 请报缝纫机 CIF 最低价。
	Please send us your best offer by email stating payment terms and time of shipment. 请用电子邮件向我们报最优惠价，并说明支付条件和装运期。
	The articles we require are listed on the attached sheets. If you have them in stock, please inform us of the quantity and also the lowest price CIF Kobe. 所需品种见附单，如可供现货，请报数量和最低 CIF 神户价。
	We shall be pleased to receive particulars as to your conditions and terms. 如能收到有关贵方的详细交易条款，将不胜感激。
	We would like to inquire about 100 cases of top class black tea. 我方想求购 100 箱特级红茶。
	We'd rather have you quote us best price FOB. 我们希望你们报最低离岸价。
	Would you tell us your best prices CIF Hamburg for the tables? 请告知你方桌子到汉堡的最低到岸价。

4. 买方咨询交易相关信息

咨询折扣	Could you give us some idea about the discount you can offer on bulk purchase? 能否告知我们批量采购的折扣是多少？
	Will you please allow us a special discount on annual total value above USD500,000? 如果我们每年购买总金额超过 50 万美元，能否给予特殊折扣？

咨询折扣	Your information as to discounts for a large order would be appreciated. 请告知大笔订货的折扣。
咨询订货数量	We would also like to know the minimum export quantities per color and per design. 我们还想了解各类商品的每种颜色和式样的最低出口起售量。
	What is the minimum quantity of an order for your goods? 你们这种产品的起订量是多少？
	Your offer is very attractive. However, the quantity offered does not satisfy our requirements. Would you be able to process a big order for a quantity of 5000 items? 你方报价非常有吸引力，但供应量无法满足我方要求。不知贵公司能否生产 5000 件的大订单。
咨询产品信息	Can you give me details of your product? 你能告诉我们有关产品的详细信息吗？
	Could you provide me with information on your T1000-series products? 你能否提供贵公司生产的 T1000 系列产品的信息？
	Could you tell me the average battery life of your X625 laptops? 你能否告知贵公司 X625 型笔记本电脑的电池平均寿命是多长时间？
	Having learned of your shock absorbers from your website, we are writing to request further information about them. 我从贵公司的网站上看到你们的避震器，特发邮件想了解详细的情况。
	I am writing to request information about your latest products. 我想咨询一些有关贵公司新产品的信息。
	Please submit specifications, preferably with illustrations. 请告知规格，最好附有图片说明。
	We should like to have further particulars of your stationery. 我们需要进一步了解你方文具细节。
	We would appreciate receiving details regarding the commodities. 如能告知该商品的详细情况，则不胜感激。
	What are the differences between the L100 and L125 headphones? L100 和 L125 型头戴式耳机有哪些区别？
咨询支付方式	If what we order is not available at present, please furnish us with some information about the substitutes. 如果我们所订货物无现货供应，请告知关于替代品的情况。
	Please let us know the terms of payment. 请告知付款条件。

咨询支付方式	Please let us know what your terms of payment are. 请告知你方的付款方式是什么。
	What is the mode of payment you wish to employ? 你希望用什么方式付款？
	What method of payment do you wish to use? 你们希望用什么方式付款？
	What's your practice concerning the terms of payment? 关于付款你们通常采用什么方式？
	What's your regular practice concerning the terms of payment? 你们通常采用什么样的付款方式？
	Would you let us know what your terms of payment are? 你能告知你方的付款条件吗？
咨询保险保费	Please give us the premium rates for FPA and WPA coverage. 请告诉我公司平安险和水渍险的保险费率。
	Please let us know the premium at which Clash & Breakage Risks is coverable by the insurance on your side. 请告知贵处保险商承保破损、破碎险的保险费。
	Please let us know the premium for Clash & Breakage Risks. 请告知破损、破碎险的保费是多少。
	What kind of insurance do you usually provide? 贵公司通常能提供什么险种？
咨询包装	I'd like to have details regarding the packing in your factory. 我想了解一下你们工厂的具体包装情况。
咨询交易条款	Please inform us on what terms you can supply iron nails. 请告知贵方供应铁钉的条件。
	Please state your best terms and discount for cash. 请告知以现金支付的优惠条款和折扣比例。
	When quoting, please state terms of payment and discount you would allow on purchase of quantity of 500 dozen and more. 报价时，请说明付款条件和对购买 500 打以上数量所给予的折扣。
咨询交货日期	Please indicate the approximate time of shipment from receipt of order. 请告知在接到订单后的估计交货时间。
	Please inform us of your lowest price for 300 pieces and approximate date of delivery. 请告知 300 件的最低价及大约交货期。
	Please let us know how long it will take for delivery. 请告知多长时间才能交货。
	We would like to know the shipment schedule immediately. 请立即告知预计发货日期。
	When quoting, please state the terms of payment and time of delivery. 报价时，请说明付款方式和交货时间。

咨询交货日期	Would you let us know how long it will take you to deliver the goods? 能否告知多长时间能交货？
	Can you effect shipment of the order in October? 我公司所订货物能否在 10 月份发出？
	Please confirm that you can supply... by the required date. 请确认能否按期供应.....
咨询装运	Owing to the limit of your storage, the goods should be shipped in three lots. We wonder if your offer is valid under these circumstances. 由于我方仓储能力有限，货物需分三批装运。不知你方报盘在这种情况下是否有效。

5. 买方索要样品、产品资料、发票及文件

索要样品	Can you send us any free samples of camera bags? 对于相机包，能否提供免费样品？
	Could you please send me any product samples? 你能否寄给我一些产品样品？
	I hope we can get the samples as soon as possible. 希望我们能尽快收到样品。
	I hope you could also supply samples of these gloves. 希望贵公司顺带提供手套样品。
	I wonder whether you offer free product samples. 你能否提供一些免费的产品样品。
	I would like you to confirm whether the sample has been sent. 我想向你确认一下样品是否已寄出。
	It would be helpful if you could send us samples. 如能寄来样品，那就太好了。
	Let me know if you have sent the samples to us. 如果你已经寄出样品，请告知我们。
	Please advise us if the samples we ordered have been shipped. 请告知我们订购的样品是否已经装运。
	Please send a sample of the artificial pearls available from stock. 请寄可供现货的人造珍珠样品。
	Please send us some patterns of your newest designs with your best terms. 请寄送一些价格优惠的新款式样品。
	We would find it most helpful if you could also supply samples of leather handbags. 如提供各类皮革手提包样品，将对我们有很大的帮助。
	We would find it most helpful if you could supply samples of your products. 如能提供你们产品的样品，将对我们有很大的帮助。

索要产品 资料	I would like to request a copy of your product catalog. 我想要一份贵方产品目录。
	Please send me a copy of your gloves catalog, with details of your prices and terms of payment. 请惠寄贵公司的手套目录一份，详述有关价目与付款条件。
	Upon receipt of your catalog, we'll make inquiry for the items which are of interest to us. 一旦收到你方目录，我方即询购感兴趣的商品。
	We are interested in your canned goods and wish to have the catalog. 我们对你方的罐头食品感兴趣，希望能收到相关产品目录。
	One of our customers is interested in Model 21, and we would like to receive a sample and quotation. 我方一客户想买 21 型号，希望你方寄一份样品和报价单来。
	We would greatly appreciate a copy of your full product catalog, along with pricing information. 我们想要一份你们的全部产品目录及相关报价。
	I shall be glad if you will send me your price list, and state your best terms. 如果你能寄给我价格表，并告知最优惠的交易条件，我将不胜欣喜。
	Please send me your catalog, together with quotations for large quantities. 希望能寄给我贵公司的目录及大批量订货的报价。
	Please send us an illustrated catalog and the price list of decorative objects made of aluminum for house decorations. 请寄送供家庭装饰使用的铝制饰物配插图的产品目录和价目表。
	Please send us samples and quote us your lowest prices for ... 请惠寄样品并报你方.....的最低价。
	We shall be pleased if you will send us the lowest quotation for the following. 如果能寄来下列商品的最低报价单，我们将深感荣幸。
	Would you please send us your lowest quotation? 能给我们寄最低报价单吗？
	I would like to request a copy of your company brochure. 我想要一份贵公司的简介。
	Please resend the file in plain text format. 请以纯文本格式再发送一次文件。
	Please try sending the attachment again. 请再发送一次附件。
	To know your products better, we wish for you to send us further information. 为了更好地了解贵公司的产品，请贵方发送详细资料。
	We should like you to send us a catalog and a price list regarding your products. 请给我们寄来你们产品的商品目录和价目表。

索要产品资料	We are interested in a variety of genuine leather, hand-made gloves. Will you send us a copy of your latest catalog with details of your prices and terms of payment? 我们想买各种式样的真皮手工手套，请寄你方一份最新商品目录表及详细的价格表，并告知支付条款。
	We are interested in bicycles in various sizes. Please send us a copy of your illustrated catalog with details of the prices and the terms of payment. 我们对不同尺寸的自行车感兴趣。请寄一份带插图的目录及详细价格表，并告知付款方式。
	We have seen your advertisement in "The Overseas Journal" and should be glad to have a price list and details of your terms. 我们看过你方在《海外杂志》上刊登的广告，请惠寄你方价目表和详细交易条款。
	Would you care to send us any samples with the quotations? 可否给我们惠寄报价单和样品？
索要发票	An invoice is needed whenever we buy any merchandise. 我们买任何东西时都需要发票。
	Please send me the invoice as soon as possible. 请尽快把发票寄给我。
索要文件	Could you please resend the file? 能否再发一次文档？
	Is it possible to have a copy of your annual report? 你能否给我一份贵公司的年度报告？
	Please send the file in text format. 请以文本格式发送。

6. 买方劝导卖方报盘

劝导卖方报盘	If you can quote us your lowest price, we'd like to order 40,000 dozen of each item. 如果你方能向我方报最低价，我们想每一种产品订购 40,000 打。
	If your prices are favorable, I can place the order immediately. 如果你方的价格优惠，我方可以马上订货。
	Our order will be substantial. 我们的订货量是相当大的。
	We hope your quotation would be based on expanding your market and be competitive. 我方希望你方报盘能着眼于扩大销路且具有竞争性。
	We may be able to place regular orders with you if your prices are competitive. 如果你方价格具有竞争性，我们会定期向你们订购。