1. Enter into business relations with your firm 与贵公司建立业务关系

Enter into 建立

1. A wide range of products
2. Be confident of sth. /that…
3. Place an order with sb.
4. Be superior to sb. / sth.
5. Happen to do sth. 碰巧做某事
6. As regards
7. Much as 尽管，虽然
8. Sb. be interested in sth

Sth. be interesting to sb.

1. Be able to do sth.

be capable of sth.

1. Offer 通常接for和of，接for表示未报过的盘，接of表示已报过的盘。
2. Lines行业，经营的范围。
3. On the recommendation of ABC company 承蒙 ABC公司的推荐。
4. Deal in/with 经营

常有的表“经营”的有：

Handle

Trade in

Be in the line of

1. Financial standing资金情况
2. Credit standing信誉情况
3. As follows 如下。
4. On the basis of 在。。。的基础上。
5. By turn立刻，立即。、
6. In turn 作为。。。的回报。
7. Be acquainted with
8. Upon/on receipt of 一收到。。。
9. In receipt of 已收到。。。
10. In compliance with 按照。。。
11. The service after selling 售后服务
12. Within the scope of 经营范围
13. Assure you of sth. 向你保证某事
14. Be desirous to do sth. 热切盼望做某事
15. Enjoy priority in 在。。。方面享有优先权
16. In duplicate 一式两份
17. In triplicate 一式三份
18. In writing 书面的，书面形式（证明，标明）
19. Expect to do sth.

anticipate doing sth. 期望做某事

1. Reduce your price to USD100.8 per piece

Reduce … to …

1. **Unless otherwise stated 除非另有声明**
2. Wish to do sth. 希望做某事
3. Bring down 降价
4. Get down 记录，记下
5. Put down 写下，记下
6. Take down 写下，记下
7. Keep sb. posted of sth. 不断传递最新消息给某人
8. Be agreeable to sth. 与。。。符合，一致的
9. Be satisfactory to sb. 某物令某人满意
10. Repeat order 翻单
11. In one’s favor 以某人为受益人
12. To the extent 达到某种程度
13. Have … in stock 。。。有现货
14. On the part of 在。。。方面
15. Be adapted from sth. 根据。。。改编/改写
16. At your request 应你的要求
17. On request 一经要求就。。。
18. Agree to sth. 同意（建议、办法、条件、想法等）
19. On presentation
20. Approach sb. to do sth. 让某人做某事
21. In accordance with sth. /in agreement with 按照。。。，与某事物一致
22. Before signing the receipt 在签收据之前
23. Make efforts to do sth. 努力去做某事
24. Confirmed and irrevocable letter of credit 保兑的、不可撤销的信用证
25. Draw on you 向你开出汇票
26. As for 关于
27. At sight 即期
28. Run out 用尽
29. In support of 支持或支援某事物
30. Keep in touch with 与。。。保持联系
31. With all speed 尽全力，用全速
32. Be regarded as 把。。。看作是。。。
33. Up to now, 直到现在，
34. On due time 准时，按时
35. Open the L/C with the Bank of China 由中国银行开立信用证
36. **Claim on 表示对某批货物提出索赔**

**Claim for 表示索赔原因或金额**

**Claim against 表示向某人索赔**

1. **Insurance on 表示所保的货物**

**Insurance For 表示保险率**

**Insurance with 表示向某保险公司投保**

**Insurance against 表示投保的险别**

1. Be aware of sth. 或 be aware that + 句子：意识到，认识到
2. By the cable 通过电报
3. In the opinion of 在某人看来。。。
4. Fall into sth. 某事物可分为。。。
5. Fall under 列入某项下
6. Fall in sth. 倒塌
7. Fall to doing sth. 开始做某事
8. Be found broken 被发现破了
9. Amount to 总计，共计
10. No ground to 根据，理由
11. With regard to 关于
12. Be responsible for 为。。。负责
13. Be responsible to do sth. 有责任负责
14. Be disappointed at 对。。。失望
15. Be now in a position to do sth. 能够做某事
16. For one’s reference 共某人参考
17. Available by draft at sight 凭即期汇票支付
18. Be supplied from stock 提供现货
19. have …in stock 有。。。现货
20. out of stock 缺货
21. sb. + find sth. + adj. 认为或觉得某事物。。。
22. extend your credit 信用证展期
23. shipping advice 装船通知
24. shipping instruction 装船指示
25. Unless otherwise instructed, 除非另有指示
26. Trade with sb. 与某人做生意
27. **Reduce price by + 百分数：降价百分之多少**
28. **Reduce price to …: 降价到某一具体价位**
29. For 110% of the invoice value 按发票金额的110%（投保）
30. On schedule 按时，如期
31. Result in 。。。的结果是。。。，in后面接的是结果
32. Result from 由于。。。而导致。。。的结果，from后接的是原因。
33. Be subject to 以。。。为准
34. Find sth. satisfactory 认为。。。令人满意
35. Find + sth. /sb. + adj. 认为或觉得某物或某人。。。
36. To the contrary 。。。的对抗，反对
37. Premium 保险费的正确表达方式
38. **“提出索赔”常用动词：raise，file，register，make，lodge。**
39. **对某物进行投保时常用的动词：cover，insure等。**
40. Be in the market for 购买
41. File a claim with you for sth. 向你就某物出现的问题提出索赔。

Attend to sb./sth. 1. 仔细考虑 2. 照顾，关心

Under the circumstance 在这种情况下

1. Under no circumstances 绝对不
2. Marketing is advancing, 行市上涨，
3. **常用的开立信用证的动词：establish, issue, open**
4. Shipment space 船舱
5. In the absence of 缺乏，没有
6. Warehouse to warehouse 仓至仓
7. **Much to our regret, 令我们遗憾的是，**
8. **For the time being 暂时**
9. Under separate cover 今函（寄去）
10. Express our apologies for sth. 我们为某事道歉
11. Close to sth. 接近某事物
12. **Please see to it that 一定要注意，务必**
13. With the least possible delay 尽快，毫不耽误
14. On condition that 如果。。。
15. In quality 在质量上
16. Be valid for + 时间段 表有效期
17. Be valid till + 时间点

Be valid till Jan. 1st, 2020

1. We should/shall appreciate it if… 如果。。。， 我方将十分感激
2. Have pleasure in doing sth. 有幸做某事
3. On board 在船上
4. Leave for 前往某地
5. Be reasonable to sb. 某事对某人来说是合理的
6. Go through 仔细或系统地研究或检查
7. In your local market 在你方当地市场上
8. Take a legal action against you 对你采取法律行动
9. Recommend sb. to do sth.
10. Reply to sth. 。。。的回复
11. Rock bottom price 最低价格
12. Reach an agreement 达成协议
13. In good condition 。。。处于良好状态（固定搭配）
14. Agree to sth. 答应某事
15. Agree with sth. 与某事物相一致，相符合
16. Be of particular interest to you 对你方式很有利的
17. In case of 如果
18. Pay extra charges 另付费
19. On hand 现有，在手边
20. Remind sb. of doing sth. 提醒某人做某事
21. Consider it important to do sth. 认为做某事很重要
22. Take delivery 提货
23. Arrive at 到达某个地方
24. Turn down 拒绝
25. Comply with sth. 答应，应允，遵照