

## Useful expressions

### 1. Making an enquiry:

- ① You are recommended by ...and we are interested in...  
承蒙……推荐你方给我们，我们对……感兴趣。
- ② We're interested in ..., we will be glad if you give us the terms of this item.  
我们对……感兴趣，如你方能提供该商品信息，我们将不胜感激。
- ③ We're interested in ..., we hope you could send us the latest price list and catalogue.  
我们对……感兴趣，希望你方能给我们寄最新的价目表和目录。
- ④ We are glad to establish business relations with you and hope you can give us a firm offer for...  
很高兴与你方建立业务关系，希望你方能给我方报……的实盘。
- ⑤ Please send us some samples and quote us the lowest price for...  
请给我方寄……的样品和最低报价。
- ⑥ Perhaps at the same time you could quote us your best prices for the above-mentioned goods.  
也许与此同时贵方能向我们报上述商品的最低价。
- ⑦ Your products are of great interest to our clients, who wishes to have your quotations for items specified below.  
我们的客户对贵方产品很感兴趣，并盼按下列货物报价。
- ⑧ We look forward to your offer. 期盼你方报盘。
- ⑨ We await your favorable news; etc. 等候佳音。

### 2. Receiving an enquiry and making an offer:

- ① In reply to your letter of ..., we're making an offer as follows...  
兹复你方……新建，我们报盘如下……
- ② We thank you for your enquiry of ...and are pleased to quote as follows...  
感谢你方……的询盘，很高兴报盘如下。
- ③ With reference to your enquiry, we make you a firm...  
兹体积你方询盘，我们报有约束力的盘如下（报实盘如下）。
- ④ We are pleased to forward you the samples of our products with their offers and discounts for your reference.  
很高兴寄去我们产品的样品、价格和折扣率，供您参考。
- ⑤ We confirm having faxed you a firm offer subject to your reply reaching us by...  
现确认已向贵方传真报实盘，……日复到有效。
- ⑥ Our firm offer will remain valid/open/available/effective before... 我方实盘有效期至……

### 3. Receiving an offer:

- ① We have received your offer of ..., offering us ... 我们收到你方……报盘，报给我方……
- ② Your letter of ...has been duly received, in which you offer us...  
你方……信件已准时到达，报给我方……

③ Thank you for your letter of ..., offering us... 感谢你方……的信函，报给我方……

④ We acknowledge with thanks your offer dated... 感谢你方……报盘。

#### **4. Accepting an offer:**

① We are glad to tell you that we can accept your terms ... 很高兴通知你方，我们能接受你方条款。

② We find that your terms are acceptable to us ... 我们认为你方条款可以接受。

③ We would like to conclude business on the terms in your letter...  
愿与你方按你方……信中所提条款成交。

④ If the above is acceptable to you, we can place a large order; etc. 如上述条款你方可以接受，我们将大量订货。

⑤ In view of the fact that this is the first transaction with you, we decided, as an exception, to accept your offer.

鉴于这是我们头笔买卖，我们决定破例接受你方的报价。

#### **5. Making a counter-offer:**

① We regret to tell you that your price is 10% higher than ...  
很遗憾告知，你方价格比……高 10%。

② As we know, the market is firm with an upward tendency ...  
如你所知，市场坚挺，有上升趋势。

③ If you can reduce the price by 10%, we can do the business.  
如你方能降价 10%，我们可以成交。

④ If you can ship the goods in time, we can conclude the business.  
如你方能降价 10%，我们可以成交。

⑤ We have shown some flexibility in price negotiation in order to make the conclusion of business possible.

未达成交易，我们在谈价格时我方已做出了某些让步。

⑥ We have received several offers lower than yours by \$ ...  
我们已经收到几份比你方便宜……的报盘。

⑦ We regret that we are unable to consider your proposal for payment on D/A terms, as a rule, we ask for payment by L/C.

很遗憾我们不能接受你方关于承兑交单的付款条件，作为惯例，我们只接受信用证付款。

#### **6. Declining the counter-offer and expectations:**

① We learn from your letter of ...that you find our price too high to work on ..  
从你处……信中得知，你方认为我方价格太高，无法进行。

② We have received your offer of ...and regret to say that you can not accept our offer ...

我们收到你方……的报盘，很遗憾，你们不能接受我方的报盘。

③ As you're well aware that the market is firm, we cannot reduce our price to that level ...

如你所注意点的，市场坚挺，我们无法将价格降到那么低。

④ Our goods are of high quality, please draw the attention of your customers to the quality, not the price only...

我方货物质量优良，提请你方客户注意质量，而不是价格。

⑤ This is the most reasonable price we can offer at present, and any further reduction on our side is out of question.

这已是我們目前能提供的最惠价，不能再降价。

⑥ We can not accept your counter-offer even if we meet you halfway. 即使各让一半，我們仍不能接受贵方还盘。