**【4】客户定金-尾款邮件模板**

**客户确认订单让发形式发票**

Dear John,

Thanks for your order.

As requested, I am attaching the Proforma Invoice here in this mail, please take a view of it.

By the way, do you need us to book the shipment for you? If yes, please kindly let me know the name of your destination port, we will check the freight cost for you.

Looking forward to hearing from you soon!

Sincerely,

Lily

**客户收到形式发票说会安排支付定金，同时让报海运费**

Dear John,

Thanks a lot for your efficient work.

If possible, please kindly send us the bank slip once the deposit is made, so that we will be able to track the payment with our bank.

As for the freight cost from China port to Hamburg, I will check it for you tomorrow morning immediately when we get back to office, because it is evening now here in China.

Have a good day!

Sincerely,

Lily

**几天过后仍未收到客户订金，和客户沟通情况并报海运费**

Dear John,

How are you today?

Please let me know whether you have made the deposit or not, so that we will be able to prepare the raw material in advance and start the production immediately after receiving the deposit.

We have checked the freight cost with our shipping agent this morning, currently the freight cost from China port to Hamburg is USD1,200/20′GP

Looking forward to hearing from you soon.

Sincerely,

Lily

**客户说定金已付，并发来付款水单（凭证）**

Dear John,

Thanks a lot for sending us the bank slip, we will check with our bank and let you know immediately once we receive it.

Have a nice day!

Sincerely,

Lily

**通知预付款（定金）已收到，并询问相关装运信息**

Dear John,

How are you today!

Deposit received, thanks. We are arranging the production now, and will keep you updated about the progress.

By the way, please let us know the below information for arranging the shipment later on.

1.Please let us know the name and contact information of both the Consignee and Notify party, these information will be shown on B/L.

2.We will send Commercial Invoice, Packing List and B/L to you, what other documents do you need us to provide?

3.Please let us know your receipt address for the shipping documents.

Looking forward to hearing from you soon.

Sincerely,

Lily

**距离发货前两周告知客户预计发货时间，同时通知客户支付余款**

Dear John,

Your order is expected to be ready for shipment around 20th Oct.

Please kindly check and make the balance payment with the below details:

Total       $39,860.00

Paid        $3,200

Balance   $36,660.00

Looking forward to hearing from you soon.

Sincerely,

Lily

Chuhai5.com 【出海王】