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| **Basic Business Phrases 基本 商务 短语** |

**A**

**abandonment charge 背弃 费用**

**absolute par of exchange 绝对 外汇 平价**

**abritrage rate 套汇 汇率**

**above par 超过 票面 价值**

**acceptance commission 承兑 手续费**

**acceptance fee 认付费**

**acceptance for honor 参加 承兑**

**acceptance house 期票 承兑行**

**acceptor for honor 参加 承兑人**

**accepting bank 承兑 银行**

**accepting charge 承兑费**

**accident beyond control 非人为 事故**

**account payable 应收帐，应付 未付帐**

**account purchase 赊买**

**account receivable 应收 帐款，应收 未收帐**

**account sales 销货帐，销货 清单**

**account of goods sold 销货 帐目**

**account of receipts**

**and payments 收支 帐目**

**account year 会计 年度**

**accounting statement 会计 报表**

**accounting unit 会计 单位**

**accrued expense 应计 费用**

**accrued item 应计 项目**

**accumulation of capital 资本 积累**

**acknowledgement 回单**

**acknowledgement of orders 订单 确认**

**act of God 天灾**

**acting manager 代理 经理**

**active demand 畅销**

**actual cost 实际 成本**

**actual liabilities 实际 负债**

**actual price 实际价**

**additional expense 追加 费用**

**additional order 追加 订货**

**additional premium 追加 保费**

**adjustment of exchange rate 调整 汇价**

**advalorem duty 从价税**

* **advance in price 涨价**

**advance payment 预付款**

* **advance price 增价**

**advance sample 预样**

**advance settlement of exchange 预交 外汇**

**advance surrender of export exchange 预交 出口 外汇**

**advice of arrival 到货 通知**

**advice of charge 付款 通知书**

**advice of shipment 货运 通知**

**advice of drawing 支票 通知书**

**advising bank (notifying bank) 通知 银行**

**advertisement matter 广告 邮件**

**advertising agency 广告社、广告 代理**

**advertising expense 广告费**

**advertising media 广告 媒体**

**affiliated company 附属 公司，联盟 公司**

**after charge 附加 费率**

**after date 日后，发票后**

**after sight 见票后 照付**

**affidavit of export 出口 宣誓书**

**A grade 甲级（货品）**

**against all risks 保全险**

**agency agreement 代理 协议**

**agency contract 代理 契约**

**agent service 代理 服务**

**agreed upon 同意，商定**

**agricultural products 农产品**

**air-borne goods 空运 货物**

**air freight 航空 运费**

**air mail 航空 邮件**

**air-mail service 航空 运寄**

**air transportation insurance 空运 保险**

**all risk 全险**

**all round price 包括 一切 费用 价格**

**all sorts of goods in stock 各种 货物 齐备**

**allied company 联营 公司**

**alongside delivery 船边 交货**

**allowance on sales 销货 折口**

**alter an agreement 变约**

**amicable allowance 友好 让价**

**amicable settlement 友好 解决**

**amount insured 保险 金额**

**amount of exports 输出额**

**amount of imports 输入额**

**analysis certificate 化验 证书**

**analysis report 化验 报告**

**announcing removal 迁移 通知**

**annual income 年收入**

**annual interest 年息，年利**

**annual production 年产量**

**annual report 年报，决算书，年度 财务 报告**

**anticipated buying 预期 购买**

**applicant for the credit 信用证 申请人**

**application fee 申请费**

**application for conversion 折换 申请书**

**application for export permit 出口 许可证 申请书**

**application for import of foreign goods 外货 进口 报单**

**application for importation of controlled commodities 管制 货物 进口 申请书**

**application for letter of credit 开发 信用证 申请书**

**application for negotiation of draft under letter of credit 出口 押汇 申请书**

**application for outward remittance for application for space 舱位 申请书**

**application to pass goods through the custom 报关单**

**apply by letter 通信 申请**

**apply in person 亲自 申请**

**apply for a position 申请 职位**

**apply for information 探询 消息**

**apply for remittance 托汇**

**appointed store 指定 商店**

**appreciation of money 货币 增值**

**arbitrage of exchange 套汇**

**arbitration clause 仲裁 条款**

**arbitration of exchange 汇兑率 裁定**

**army supplies 军需品**

**arrival at port 入港**

**arrival notice 到达 通知**

**articles made to order 订制品**

**articles of luxury 奢侈品**

**artificial flower 人造花**

**as agreed (contracted) 按照 合同**

**as per sample 与 样品 相同**

**Asian-dollar market 亚洲 美元 市场**

**ask the price of 询价**

**assignment clause 转让 条款**

**assignment of policy 保险单 转让**

**assistant manager 协理，副经理**

**as soon as possible shipment 立即 送运**

**at a discount 折扣**

**at a premium 超过 票面 之 价值**

**at a profit 获利，赚钱**

**at sight 见票 即付，即期**

**at the market 照 市价**

**at par 平价**

**auction price 拍卖价**

**authority to purchase 购买 委托证**

**authority to pay 委托 付款证**

**average cost 平均 成本**

**average tare 平均 皮重**

**average unit cost 平均 单位 成本**

**average unit price 平均 单价**

**average weight 平均 重量**

**award of bid 决标，定标**

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**B**

**back to back credit**

**export first 输出 为先 的 对开 信用证**

**back to back L/C 对开 信用证**

**back to back credit**

**import first 输入 为先 的 对开 信用证**

**back Valvation 倒起息**

**bailee clause 受托人 条款**

**balance of payment 收支 差额**

**balance of trade 贸易 差额**

**balance sheet 资产 负债表**

**balance sheet analysis 资产 负债俵 分析**

**bale breaking 松包**

**bank acceptance 银行 承兑**

**bank balance 银行（存款）余额**

**bank bill 银行票，纸币**

**bank's buying rate 银行 购买 汇率**

**bank's letter of credit 银行 信用证**

**bank charges 银行 手续费**

**bank commission 银行 佣金**

**bank draft 银行 汇票**

**bank holiday 银行 假日**

**bank hours 银行 营业 时间**

**bargain offer 减价 优待**

**bargain sale 大减价**

**barter arrangement 易货 协议**

**barter system 易货 交易制**

**basic price 底价**

**be booked up 预定 一空**

**be booked for 购票**

**be engaged in export 作 出口**

**bank notes 银行 兑换票，钞票**

**Bank of China 中国 银行**

**bank of commerce 商业 银行**

**Bank of Communications 交通 银行**

**Bank of International**

**Settlements (BIS) 国际 清算 银行**

**Bank of Taiwan 台湾 银行**

**bank rate 银行 贴现率**

**bank reference 银行 备咨**

**banker's acceptance 银行 承兑，银行 信用证**

**banker's credit 银行 承兑 汇票**

**be held responsible for 应负 赔偿 责任**

**be in default 不 履行（契约）**

**be in demand 销路 好，有 需要**

**be in vogue 流行 中**

**be kept upright 保持 正立**

**bear (short) 空头**

**bear a loss 负担 损失**

**bearish market 疲软 市场**

**become ( or fall) due 期满**

**bedrock price 最低价**

**berth terms 定期船 条款**

**best in quality 品质 最优**

**best seller 畅销品，畅销书**

**be out of vogue 不 流行**

**beware of fire 小心 火烛**

**B grade 乙级**

**bid bond 投标 押金**

**bid price 标价**

**bid rate 买方 出价，投标**

**bilateral clearing 双边 清算，记帐 协议**

**bilateral trade 双边 贸易**

**bilateral contract 双边 契约**

**bill accompanied by document 跟单 汇票**

**bill at sight 见票 即付**

**bill for collection 托收 票据**

**bill of exchange 汇票，押汇，国外 汇票**

**bill of landing 货运 提单**

**bill payable 应付帐**

**bill purchased 出口 押汇**

**bill receivable 应收帐**

**bill unaccompanied by 光票**

**bill undue 期票 未到**

**bill with letter of credit 凭 信用证 汇票**

**bill without letter of credit 无 信用证 汇票**

**blank bill 空白 票据**

**blank check 空白 支票**

**blank endorsement 空白 背书**

**blank order forms 空白 订单**

**blue chip 上选 股票**

**board of administration 董事会**

**board of directors 董事会**

**board of supervisors 监事会**

**bona fide 出于 善意**

**bonded warehouse 保税 仓库**

**bonded goods 保税货**

**borrow money 借钱**

**borrow money from (of) 由.....借钱**

**bottom price 最低价**

**boycott foreign goods 抵制 外货**

**branch office 分公司**

**breach a contract 违约，背约**

**break an agreement 违约，背约**

**break bulk 下货，卸货**

**break even 不赚 不赔**

**break even point 损益 两平**

**breat rate 破约 汇率**

**breakage 破损**

**brisk (active;lively) 生意 兴隆**

**broker 经纪人**

**brought down 移入 下页**

**brought forward 承 上页**

**bulk cargo 散货**

**bulk sale 大宗卖**

**bull market 上涨 行情**

**business card 商业 名片**

**business circles 商业圈**

**business correspondence 商业 通信**

**business English 商业 英语**

**business expenses 营业 开销**

**business hours 营业 时间**

**business letters**

**(commercial letters) 商业 信函**

**business-like 商业化 的**

**business school 商业 学校**

**business year 商业 年度**

**buy at a bargain 买得 便宜**

**buyer's market 买方 市场**

**buying agent 买方 代理人**

**buying and selling on**

**buying contract 买货 契约**

**buying expenses 购买 费用**

**buying price 买价**

**buying power 购买力**

**buying rate 买入 汇率**

**by mutual consent 双方 同意**

**by parcel post 包裹 运寄**

**by the gross 整批**

**by the hour 按 钟点**

**by weight 按 重量**

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**C**

**cable address**

**(telegraphic address) 电报 挂号**

**cable charge 电报费**

**cable cofirmation 电报 确认书**

**cable transfer 电汇**

**calendar year 日历 年度**

**call option 买入 期权，看涨 期权**

**can afford to 买得起**

**cancel (write off) 取消**

**cancel an order 取消 订单**

**capital account 资本 帐户**

**capital in trade 本钱**

**capital market 资本 市场**

**carbon copy 副本**

**card-board box 纸板箱**

**care of (C/O) 转交**

**cargo in bulk 散装货**

**cargo insurence 货物险**

**cargo vessel 货轮**

**carrying charge 储存 费用**

**carrying cost 储存 费用**

**carriage forward 运费 由 收货人 支付**

**carriage paid 运费 预付**

**carton box 硬纸盒，纸箱**

**cash against delivery 付款 交货**

**cash against document 凭 单据 付款**

**cash and carry 现金 出货**

**cash before delivery 付款 后 交货**

**cash on arrival 货到 付现**

**cash on delivery(C.O.D) 货到 付现**

**cash price 现金 价格**

**cash purchase 现金 购买**

**cash receipts 现金 收入**

**cash register 出纳机**

**cash with order 订货 付款**

**cashier's check 本票**

**caution mark 小心 标志**

**ceiling price 最高 价格**

**Central Bank 中央 银行**

**Central Trust of China 中央 信托局**

**centralized purchasing 集中 采购**

**certificate and list of**

**measurement and/or weight 产量 证明书**

**certificate for advance**

**surrender of export exchange 预交 出口 外汇 证明书**

**certificate of analysis 化验 证明**

**certificate of inspection 检验 合格 证明**

**certificate of import license 进口 证明**

**certificate of origin 原产地 证明书**

**certificate of shipment 出口 证明书**

**certificate of weight 重量 证明书**

**C grade 丙级（指 货品）**

**C.F. price 货价 及 运费 价格**

**chain stores 连锁 商店**

**chairman of board of directors 董事长**

**chamber of commerce 商会**

**charge for remittance 汇费**

**charges paid 付讫 费用**

**charge (a sum) to one's account 记 某人 帐**

**charter by time 论时 收费**

**charter by voyage 论 航次 收费**

**chartered bank 指定 银行**

**cheap clearance sale 清仓 贱卖**

**cheap labor 便宜 劳力**

**check, cheque 支票，核对**

**check mark 核对 符号**

**check payable to bearer 无记名 支票**

**check to bearer 不记名 支票**

**check to order 记名 支票**

**checking account 支票 帐户**

**chemical works 化学 工厂**

**CIF value 到岸 价格**

**chief executive 董事长**

**circular letter 传单**

**circular letter of credit 循环 信用证**

**civil commotion 内乱**

**claim for damages 要求 赔偿 损失**

**claim for proceeds 应得 价款 之 要求**

**claim letter 赔偿 要求书**

**classified advertisements 分类 广告**

**clean bill 光票，清洁 汇票**

**clean bill of lading 清洁 提单**

**clean draft 光票，普通 汇票**

**clean floating 清洁 浮动**

**clear a port 出港**

**clear a ship 卸货**

**clearing house 票据 交换所**

**clearance sale 清仓 大贱卖**

**clerical error 记录 错误**

**close an account 结帐**

**close inspection 严格 检查**

**closing quotation 收盘，收市 行情**

**closing rate 收盘 汇率**

**closing time 下班 时间**

**C.O.D; Cash on delivery 交货 收款**

**code number 标号 数码**

**code telegram 密电**

**collated telegram 校对 电报**

**collecting agent 代收人**

**collecting bank 代收 银行**

**collecting bill 收款 汇票**

**collection charges 代收费**

**collection expenses 收款 费用**

**collection fees 收款费**

**collection letter 收帐费**

**collection of bills 代收 汇票**

**combined offer 联合 报价**

**come into operation 开始 运作**

**come into the market 进入 市场**

**come into vogue 开始 流行**

**comfirming bank 确认 银行**

**commence business 开始 营业**

**commercial abbreviations 商业 略字**

**commercial agent 代理商**

**commercial agreement 商业 合约**

**commercial attache 商务 参事**

**commercial bank 商业 银行**

**commercial center 商业 中心**

**commercial bill 商业 票据**

**commercial credit 商业 信用，商业 信用证**

**commercial correspondance 商业 通讯**

**commercial documentary**

**letter of credit 跟单 信用证**

**commercial letter of credit 商业 信用证**

**commercial paper 商业 文件**

**commercial profit 商业 利润**

**commercial relations 商业 关系**

**commission agent 代理商**

**commission agency 代理 贸易**

**commission business 委托 贸易**

**commission broker 经纪人**

**commission house 抽佣 商行**

**commission merchant 代理商**

**commission sale 代售**

**commodity price 商品 价格**

**common carrier 运输业者**

**comparative advantage 比较 利益**

**competitive demands 竞争 需求**

**competitive market 竞争 市场**

**competitive price 公开 招标 价格**

**compilation of statistics 编制 统计**

**complaints and claims 抗议 并 索赔**

**consecutive numbers 连号**

**condition sale 有条件 销售**

**conditional endorsement 有条件 背书**

**conditional acceptance 有条件 认付**

**conditional sales contract 有条件 售货 契约**

**conference freight rate 协议 运费**

**coference tariff 公会 议决 运费表**

**confirmed letter of credit 保兑 信用证**

**confirmation of order 订货 承诺书**

**confirmatory sample 确认 样本**

**confirming bank 确认 银行**

**considerable orders 大量 订货**

**consigned goods 寄售品**

**consignment note 寄售 通知书**

**constructive total loss 推定 全损**

**consulate invoice 领事 签证 发票**

**consular fee 领事 签证费**

**consular invoice 领事 发票**

**consumer demand 消费者 要求，需求**

**consumer goods 消费品**

**consumer market 消费者 市场**

**container service 货柜 运输**

**contract for future delivery 订 期货**

**contract for purchase 承买**

**contract goods 契约 货品**

**contract of sale 卖契**

**control of foreign exchange 外汇 管制**

**conversion rate 折合率**

**conversion table 换算表**

**convertable currency 自由 兑换 货币**

**Co-operative Bank of Taiwan 台湾 合作 金库**

**copy of draft 汇票 誊本**

**corner the market 垄断 市场**

**correspondent bank 往来 银行**

**corrugated paper box 瓦楞 纸盒**

**cost and freight 货价 加 运费**

**cost insurance and freight 货价，运费 加 保险**

**cost, insurance,freight**

**and commission cost 到岸 价格 加 佣金（包括 保险 和 运费）**

**cost insurance,freight**

**commission and interest 到岸 价格 加 佣金 和 利息**

**cost, insurance, freight**

**and exchange 到岸 价格 加 兑换费**

**cost control 成本 管制**

**cost free 免费 奉送**

**cost of goods sold 销货 成本**

**cost of labor 劳工 成本**

**cost of living 生活费**

**cost of living index 生活 指数**

**cost of material 原料 成本**

**cost of maintenance 维持费**

**cost of manufacture 制造 成本**

**cost of marketing 销货 成本**

**cost of operation 作业 成本**

**cost of production 生产 成本**

**cost of reproduction 复制 成本**

**cost of sales 销售 成本**

**cost of transfer 转移 费用**

**cost of transportation 运费**

**counterfeit note(bill) 伪钞**

**counterfeit trade-marks 伪商标**

**counter L/C 对开 信用证**

**country of origin 原产地**

**cover note 担保书**

**cover letter 附信**

**craft, etc. clause 驳船 等 条款**

**credit analysis 信用 分析**

**credit card 信用卡**

**credit information 信用 报告**

**credit inquiry 信用 调查**

**credit note 付款票**

**credit sale 赊卖**

**credit side 贷方**

**cross out (off) 注销，取消**

**cross rate 套汇 汇率，套价**

**cubic foot 立方尺**

**cubic inch 立方寸**

**cubic meter 立方 公尺**

**cubic yard 立方码**

**cubic measure 容积，体积**

**currency areas 货币 区域**

**current information 现行 消息**

**current price 时价**

**current price on market 行市，市场价**

**current rate 现价，当日 汇率**

**current year 本年度**

**custom made 定制**

**customs barrier 关卡**

**customs broker 报关行**

**customs clearing charges 报关费**

**customs duties 关税**

**customs entry 海关 手续**

**customs invoice 海关 发票**

**customs warehouse 海关 仓库**

**customary discount 常例 折扣**

**customers' account 客户 帐目**

**cut down one's expenditures 节省 开支**

**cut down the price 减价**

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**D**

**daily expenses 每日费用**

**daily interest 每日利息**

**daily necessities 日用品**

**daily pay 日给工资**

**daily reports 日报**

**damaged goods 毁坏物品**

**dangerous goods 危险货物**

**date due 到期日**

**date of contract 签约日期**

**date of delivery 发货日**

**date of draft 发票日期**

**day of maturity 到期日**

**dead weight cargo 重量物品**

**deadweight ton 重量吨**

**deadweight tonnage 载重吨位**

**deal on credit 赊帐买卖商人**

**debit note 帐单**

**debit side 借方**

**debit and credit 借贷**

**decimal fraction 小数**

**decimal point 小数点**

**deck cargo 甲板货物**

**deck rate 甲板运费率**

**declare at the customs 报关**

**declaration 申报**

**declaration for exportation 出口报关单**

**declaration for importation 进口报关单**

**decreasing cost 递减成本**

**deduct money 扣钱**

**deferred payment 延期付款**

**delay in payment 延期支付**

**delay shipment 延期装船**

**del credere 买主资力保证费**

**del credere agents 保证买主资力的代理商**

**decline an order 谢绝订货**

**deliver the goods 交货，送货**

**delivery order 提货单**

**demand bill 即期汇票**

**demand draft 即期汇票**

**demand price 需求价格**

**deposit account 存款帐户**

**deposit at bank 银行存款**

**deposit certificate 银行存款单**

**depressed market 市面清淡**

**deputy manager 副经理**

**description of goods 货物摘要**

**design of products 产品设计**

**design paper 图案纸**

**despatch money 快递费**

**detained goods 扣留货物**

**developed countries 发达国家**

**development bank 开发银行**

**development cost 开发成本**

**development expenses 发展费用**

**direct mail advertising 直接邮寄广告**

**direct price 直接价格**

**direct quotation 直接报价**

**direct sales 直接出售**

**direct trade 直接贸易**

**director board 董事会**

**directory of importers**

**and exporters 贸易商名录**

**dirty bill of lading 有债务提单**

**discharging expenses 卸货费用**

**discount a bill 扣减期票**

**discount rate 贴现率**

**dishonor check 不兑现支票**

**dishonored bill 退票**

**district bank 区域银行**

**divisible L/C 可分割信用证**

**division of labour 分工**

**division of work 分工**

**document against acceptance 承兑交单**

**document against payment 付款交单**

**document of shipping 装货单据**

**documentary acceptance bill 承兑汇票**

**documentary bill(draft) 押汇，跟单汇票**

**documentary credit 押汇信用证**

**dollar countries 美元国家**

**dollar loan 美金借款**

**dollar shortage 美金缺乏**

**domestic bill 国内汇票**

**domestic communication 国内交通**

**domestic economy 国内经济**

**domestic letter of credit 国内信用证**

**domestic market 国内市场**

**domestic products 国货**

**domestic telegrams 国内电报**

**do not drop 不可拋落**

**do not turn over 不可倒置**

**Dow Jones average 道琼指数**

**down payment 分期付款之订金**

**draft for remittance 汇票**

**draft on demand 即期汇票**

**draft or note payable to bearer 凭票即付**

**draw a bill 出票**

**draw up a contract 拟合同**

**dual-use packaging 双重用途的包装**

**due date 到期日**

**dull market 市面冷淡**

**dull sale 滞销**

**duplicate 副本，复本**

**duplicate copy 副本**

**duplicate invoice 副联**

**duplicate of draft 汇票复本**

**duplicate sample 复样**

**dutiable goods 应完税货品**

**duty free 免税**

**duty free goods 免税商品**

**duty paid 关税已付**

**duty paid terms 通过海关后交货条件**

**duty unpaid 关税未付**

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**E**

**earning power 回收获利率**

**economic growth 经济成长**

**economic policy 经济政策**

**economic take-off 经济起飞**

**eight-hour system of labour 八小时工作制**

**elastic demand 弹性需求**

**electric appliances shop 电器行**

**electric power cost 电力成本**

**electronic computer 计算机，计算器**

**electronic transfer 电汇**

**embargo on the export of gold 禁止黄金出口**

**empty forms 空白表**

**endorsed in blank 空白背书**

**endorsement in blank 无记名签批**

**endorsement to order 指派式背书**

**enter into an agreement 订约**

**enter into(make) an**

**entrance fee 会费，入场费**

**equlibrium;balancing 平衡**

**equilibrium price 平衡价格**

**establish a business 创业**

**estimated cost 预算费用**

**estimated market value 估计市价**

**estimated revenue 岁入预算**

**estimated statement 估计表**

**European Common Market 欧洲共同市场**

**exact interest 抽息**

**exact quantity 确数**

**examine goods 验货**

**ex bond 关仓交货价**

**exchange bank 汇兑银行**

**exchange clause 汇兑条款**

**exchange control 汇兑管制**

**exchange fluctuations 汇兑变动**

**exchange fund 汇兑资金**

**exchange of commodity 货品交易**

**exchange rate 汇率**

**ex dock 码头交货价**

**execute an order 接受订货**

**execute one's promises 履行契约**

**exempt from taxation 免税**

**ex factory 工厂交货价**

**ex lighter 驳船交货**

**ex mill 工厂交货价**

**ex pier (wharf) 码头交货价**

**expiration notice 到期通知书**

**expiring date 到期日**

**expiry date 有效期限**

**ex plane （空运）飞机上交货价**

**ex plantation 农场交货**

**export agent 出口代理商**

**export bill 出口汇票**

**export for collection a/c 托收出口汇票科目**

**export bill of lading 出口提货单**

**export credit insurance 出口信用保险**

**export declaration 出口申报书**

**export duties 输出税，出口税**

**export insurance 出口保险**

**export licence 出口许可证**

**export loan 输出贷款**

**export merchant 出口商**

**export order 出口订单**

**export packing 出口包装**

**export permit 出口许可**

**export processing 加工出口**

**export quotas 出口配额**

**export sales 外销**

**export trade 出口贸易**

**express fee 快递费**

**express mail 快递邮件**

**ex rail 铁路边交货价**

**ex ship 船上交货价**

**ex store 仓库交货，店铺交货价**

**ex store terms 店铺交货条件**

**external trade 对外贸易**

**extra charge 额外费用**

**extra discount 额外折扣**

**extra expense 额外费用**

**extra work 加班**

**extra premium 额外保险费**

**extravagent price 过高的价格**

**ex works 工厂交货价**

**ex works terms 工厂交货条件**

**ex warehouse 仓库交货价**

**ex warehouse terms 仓库交货价条件**

**ex wharf 码头交货价**

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**F**

**face value 面值，票面**

**factory expenses 制造费用**

**factory planning 工厂计划**

**factory report 工厂报告**

**factory supplies 工厂供应品**

**facsimiles of**

**authorized signatures 有权签字员样本**

**failed bank 破产银行**

**fair average quality 中等品质**

**fair average sample 平均中等样品**

**fair market value 公平市价**

**fair price 平价**

**fair trade 公平交易**

**fall(or become) due 到期（支票），期满**

**falling price 跌价**

**family size 家庭用特大号**

**farm produce 农产品**

**favorable balance 有利差额**

**favorable trade balance 出超**

**field service 就地服务**

**fill your order 供应订货**

**firm offer 肯定报价**

**financial analysis 财务分析**

**financial ability 财力**

**financial circle(world) 金融界，财经界**

**financial condition 财务状况**

**financial expense 财务费用**

**financial investigation 财务调查**

**financial position 财务状况**

**financial report 财务报告**

**financial statements 资产负债表**

**fine gold 纯金**

**finished goods 成品，制成品**

**finished product 制成品**

**firm offer 实盘**

**firm order 定期订货**

**firm price 固定价格**

**fire risk 火险**

**fire policy 火灾保险**

**fiscal year 会计年度**

**first quality 上等品质**

**fixed cost 固定成本**

**fixed prices 固定价格**

**fixed rate 固定率**

**floor price 底价，最低价**

**flour mill 面粉厂**

**fluctuation 物价波动，涨落**

**fluctuating market 变动市场**

**for account of 在某人帐上**

**for sale 廉价出售**

**foreign capital 外国资本**

**foreign currency 外币**

**foreign exchange 外汇**

**foreign exchange control 外汇管制**

**foreign exchange market 外汇市场**

**foreign exchange**

**foreign exchange reserve 外汇准备**

**foreign mail 外国邮件**

**foreign trade 对外贸易**

**formal contract 正式合同**

**formal notice 正式通知**

**form of application 申请表**

**forward agent 运送经纪人**

**forward business 期货交易**

**forward exchange 远期汇兑**

**forward exchange transaction 远期外汇买卖**

**forwarding agency 运输业**

**forwarding agent 运输商**

**forwarding business 运输业**

**free alongside ship (FAS) 船边交货价**

**free enterprise 自由企业**

**free foreign exchange 自由外汇**

**free goods 免税品**

**free in 包括装船费在内的运费**

**free in and out 包括装卸费在内的运费**

**free of all average 全损赔偿**

**free of capture &**

**seizure clause 扣押免责条款**

**free of charge 免费**

**free of cost 免费赠送**

**free of expense 免费**

**freight paid to...terms 运费预付至...条件**

**free of tax 免税**

**free on board (F.O.B) 船上交货价**

**free on board shipping point 起运点交货**

**free on board destination 目的地交货**

**free on rail 火车上交货价**

**free on truck 卡车上交货价**

**free overside 输入港船上交货价格**

**freight broker 货运经纪人**

**freight charges 运费**

**freight forward 运费待收，运费有提货人支付**

**freight paid 运费付讫**

**freight payable on delivery 货到付运费**

**freight prepaid 运费先付**

**freight to be collected 运费待收**

**freight to collect 运到收费**

**freight ton 装载吨**

**freight train 运货列车**

**frozen foods 冷冻食品**

**fulfil the terms 履行条款**

**full service 完全服务**

**full state trading 完全国营贸易**

**functional expense 业务费用**

**future market 未来市场**

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**G**

**gain profit 得利益，利润**

**general affairs 总务**

**general agents 总代理**

**General Agreement on**

**Trade and Tariffs 贸易及关税总协议**

**general average 共同海损**

**general cargo 普通货**

**general cargo rate 一般货物运费率**

**general letter of hypothecation 一般押汇质押书**

**general offer 一般发价**

**general terms and conditions 一般交易条件**

**gift coupons 赠券**

**gift shop 礼品店**

**good merchantable quality 标准品，上等可销货物**

**goods in bond 保税货物**

**goods in process 在制品**

**goods in stock 存货**

**goods in transit 在运品**

**goods on consignment 寄销商品**

**grace period 宽限，优惠时间**

**grand prize 特奖**

**grand sale 大减价**

**grand total 总计**

**gross amount 概数**

**gross average 平均毛额**

**gross imports 进口总数**

**gross proceeds 总货价收入**

**gross sales 销货总额**

**gross weight 总重量**

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**H**

**half finished goods 半成品**

**half & half 对半**

**half price 半价**

**half price ticket 半价票**

**handicraft 手工业，手工**

**handicraft industry 手工业**

**hands off 不准动手**

**handle with care 小心轻放**

**handle with great care 特别当心**

**handling expenses 处理费用**

**harbor burear 港务局**

**harbor dues 港税**

**hard goods 金属品**

**head (main) office 总局，总部，总行**

**health certificate 卫生证明书**

**heavy weight goods 重量货物**

**high class 高级**

**high interest rate 高利贷**

**high price 高价**

**highest possible price 最高价**

**holding company 控股公司**

**home industry 国内工业**

**home-made 自制的**

**home market 国内市场**

**home products 国产**

**home trade 国内贸易**

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**B**

**illegal payment 非法付款**

**illegal profit 非法利益**

**immediate delivery 即刻交货**

**immediate payment 实时付款**

**immediate shipment 即刻装船**

**imported goods 进口货**

**import agent 进口代理商**

**import bill 进口汇票**

**import cargoes 进口货物**

**import credit 进口信用证**

**import commission house 进口代理商**

**import declaration 进口声明书**

**import duties 进口税**

**import letter of credit 进口信用证**

**import licensing system 进口许可证**

**import merchant 进口商**

**import permit 进口证**

**import price 进口价格**

**import quota 进口限额**

**import tariff 进口税则**

**import trade 进口贸易**

**import without**

**exchange settlement 不结汇进口**

**imported goods 进口货**

**incidental expenses 杂费，车马费**

**incorporated company 有限责任公司**

**increasing cost 递增成本**

**increasing expense 递增费用**

**incur losses 蒙受损失**

**in demand 顾客需要**

**indirect cost 间接成本**

**indirect damage 间接损害**

**indirect expenses 间接费用**

**indirect labor 间接劳工**

**indirect trade 间接贸易**

**inflation 通货膨胀**

**inflation policy 通货膨胀政策**

**inflationist 通货膨胀论者**

**in force 有效**

**informal agreement 非正式契约**

**inherent defect 固有缺陷**

**inherent vice 固有缺陷（保险）**

**inland bill of lading 内陆提单**

**inland bill of**

**lading clause 内陆提单条款**

**inquiry agency 调查所，征信所**

**inquiry sheet 询价单**

**inspection and**

**certificate fee 检验证明费用**

**inspection report 检验报告书**

**installment delivery 分期交货**

**institute cargo clause 货物附带条款，协会装船货物条款**

**in stock 有存货**

**insurance amount 投保金额**

**insurance broker 保险经纪人**

**insurance business 保险事业**

**insurance certificate 保险证明书**

**insurance company 保险公司**

**insurance expenses 保险费用**

**insurance premium 保险费**

**insured amount 保险金额**

**interest per annum 年息**

**interest rate 利率**

**interested party 有意者**

**interior transportation 国内运输**

**international Chamber**

**of Commerce 国际商会**

**international market 国际市场**

**international Monetary Fund 国际货币基金组织**

**international parcel 国际包裹**

**international relation 国际关系**

**international Shipping**

**international trade 国际贸易**

**international trade**

**in transit 业经装船**

**introductory offer 宣传品，推荐品**

**invisible exports 无形出口**

**invisible trade 无形贸易**

**invite to tender 招标**

**invoice amount 发票额**

**invoice for sales 销售发票**

**invoice price 发票价目**

**invoice weight 发票所开重量**

**inward documentary bills 进口押汇票**

**iron straps 铁皮条**

**iron works 铁工厂**

**irrevocable credit 不可撤消信用证**

**irrevocable letter**

**of credit 不可撤消信用证**

**issuing bank (opening bank) 开证银行，发行银行**

**issuing date 开证日期，发行日期**

**items of business 经营项目**

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**J**

**joint account 共同结算，联合账户**

**joint cost 联合成本**

**joint enterprise 合办事业，共同事业**

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**K**

**keep cool 放置冷处，保持凉爽**

**keep dry 保持干燥**

**keep flat 平放**

**keep out of the sun 避免阳光**

**keep upright 竖放**

**key currency 主要通货**

**key industries 基本产业**

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**L**

**labor force 劳力**

**labor market 劳工市场**

**labor movement 劳工运动**

**labor problems 劳工问题**

**landed price 包括起货费用在内价格**

**landed terms 岸上交货**

**landing certificate 登岸证**

**large order 大批订货**

**latest market reports 最近市场报告**

**leading article 吸引顾客的东西**

**leading market 主要市场**

**leakage proof 避漏**

**legal interest 法定利息**

**legal price 法定价格**

**legal rights 法定权利**

**legal tender 法定债款**

**legal weight 法定重量**

**length,capacity and**

**less than carload rate 不足一辆货车运费率**

**letter of advice 发货通知单，汇票通知单**

**letter of assignment 转让书**

**letter of authorization 权利书，委托书**

**letter of confirmation 证实书，确认书**

**letter of credit (L/C) 信用证**

**letter of guarantee 保证书**

**letter of hypothecation 押汇负责书**

**letter of inquiry 询价信**

**letter of introduction 介绍信**

**letter of indemnity 赔偿保证书**

**letter of notice 通知单**

**letter of recommendation 推荐信**

**letter of reference 调查信，保证信**

**letter reference number 备查号码**

**letter transfer 信汇**

**letter telegram 书信电报**

**licensing of export 出口许可**

**licensing of import 进口许可**

**licensing system 许可制度**

**light cargo 轻量货品**

**lighterage 驳船费**

**high interest rate 高利率**

**limit prices 限价**

**limited liability**

**line of business 营业范围**

**line of credit 信用透支，融通额度**

**liquid goods 液体货物**

**list of award 决标单**

**list price 定价**

**loading charges 装货费**

**loading expense 装货费用**

**local L/C 本地信用证**

**local products 土产**

**local retailers 本地零售商**

**local wholesaler 本地批发商**

**long term 长期**

**long term agreement 长期合同**

**long(gross) ton 大吨，英吨**

**lose one's interest 对...失去兴趣**

**lose one's market 失去买卖的机会**

**loss capital 损失本金**

**lost check 遗失支票**

**lost time 浪费时间**

**low grade goods 劣货**

**low in price 低价**

**low price 廉价**

**low quality 品质低劣**

**lowest bidder 最低价标商**

**lowest possible price 最低价**

**lowest quotations 最低报价**

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**M**

**machine cost 机器成本**

**machinery and equipment 机器及设备**

**machinery and tools 机器及工具**

**machinery equipment 机器设备**

**mail order 邮购**

**mail remittance 信汇**

**mail transfer 信汇**

**mailing list 邮寄目录**

**major product 主要产品**

**make an offer 还价，出价**

**make a profit 在...上赚钱**

**make a quotation 开价**

**make compensation 补偿**

**make money 赚钱**

**make reservations 订位，订房间，附保留条件（在契约上）**

**make to order 定制**

**managing director 常务董事**

**manner of packing 包装方式**

**manufacturer's agent 厂商代理人**

**manufacturing cost 制造成本**

**manufacturing expenses 制造费用**

**margin money 预收保证金**

**marine risks 水险**

**maritime transport 海运**

**market price 标明价目**

**mark down 减价，记帐**

**mark up 涨价，记帐**

**market analysis 市场分析**

**market day 市集，定期市场，交易日**

**market demand 市场需要**

**market feeling 市场人心**

**market place 市场，商业中心地**

**market potential 市场潜力**

**market report 市场报告**

**market value 市价，时价**

**marketing expenses 销售费用**

**marketing research 市场调查**

**marketable goods 易销货物**

**marine cargo insurance 海上运输保险**

**marine insurance 海上保险费**

**marine products 海产品**

**marine policy 水险保单**

**marine risks 水险**

**mass media 大众传播工具**

**mass production 大量生产**

**master contract 主约**

**master's receipt 收货单**

**materials shortage 材料缺乏**

**material supplies 材料供应**

**maximum capacity 最高（生产）能力**

**maximum price 最高价**

**measurement cargo 轻量货品**

**measurement goods 容积货品**

**measurement tons 容积吨**

**measurement ton method 容积吨计量法**

**medium quality 中等货**

**meet one's liabilities 偿还债务**

**member rate 会员运费率**

**message form (blank) 电报纸**

**methods of production 生产方法**

**method of remittance 汇款方式**

**metric system 公制**

**metric ton 公吨**

**minimum charge 最低费用**

**minimum freight 最低运费**

**ministry of commerce 商业部**

**ministry of finance 财政部**

**ministry of industry**

**and commerce 工商部**

**minimum premium 最低保费**

**minimum price 最低价**

**minimum profit 最低利润**

**minimum selling price 最低售价**

**Ministry of Economic**

**Affairs 经济部**

**miscellaneous expenses 杂费**

**miscellaneous goods 杂货**

**miscellaneous payment 杂项开支**

**mode of producing 生产方式**

**monetary system 货币制度**

**monetary unit 货币单位**

**money market 金融市场**

**monopoly 专利品（权）**

**monthly allownce 按月津贴**

**monthly balance 月计表**

**monthly fee 月费**

**monthly output 月产**

**monthly report 月报**

**monthly sales 每月销售情况**

**monthly statement 每月结帐**

**most favoured nation**

**clause 最惠国条款**

**multilateral agreement**

**（contract） 多边合约（合同）**

**multilateral trades 多边贸易**

**mutual agreement 互相同意**

窗体顶部

窗体底部

**N**

**name of article 货名**

**name of user 用户名称**

**name of vessel 船名**

**necessity for life 生活必须品**

**negotiable bill 流通票据**

**negotiable bill of lading 可转让提单**

**negotiable letter of credit 流动信用证，可兑信用证**

**negotiable warehouse receipt 可转让仓单**

**negotiation 让于转付，流通交易，议价**

**negotiation of foreign bills 买卖外国汇票期票**

**negotiating bank 购票银行**

**negotiating date 汇票让购期限**

**net amount 实数**

**net cost 净价**

**net income 纯收入**

**net loss 净损**

**net price 实价**

**net proceeds 净收入**

**net profit 纯利**

**net profit on sales 销货纯利**

**net sales 销货净额**

**net shipping weight 运出净量**

**net value 净值**

**net weight 净重**

**net worth 资本净值**

**New Taiwan Currency 新台币**

**No.1 quality 头等货**

**no entry 止步**

**no entrance 禁止入内**

**no hook 不许用钩**

**no parking 禁止停车**

**no smoking 禁止抽烟**

**no throughfare 禁止通过**

**non-firm offer 虚盘**

**non-negotiable bill of lading 不可转让提单**

**normal cost 正常成本**

**normal competition 正常竞争**

**normal price 正常价格**

**notary public 公证人**

**not sufficient 基金不足**

**not otherwise provided for 未立项目**

**notification 报告书，通知书**

**notifying bank 通知银行**

**notice board 布告栏**

**nude cargo 裸装货**

**null and void 无效**

**numerical order 数目顺序**

窗体顶部

窗体底部

**O**

**obtain a high price 卖好价钱**

**obtain employment 就业**

**ocean bill of lading 海运提单**

**ocean freight 海运，海运费**

**ocean liner 外洋轮船**

**ocean tramp 不定期货船**

**office allowance 办公费**

**office clerk 职员，办事员**

**office copy 存根**

**office expenses 事务所费用**

**office supplies 事务用品，办公用品**

**official exchange rate 官方汇率**

**official invoice 正式发票**

**official rates 官方利率**

**official rate of exchange 官方利率**

**official receipts 正式收据**

**oil paper 油纸**

**old hand 熟练工人**

**old stock 陈货**

**on board B/L 装运提单**

**on demand 即期**

**on hand 现存**

**open account 开户，贸易帐户，来往帐目**

**open an account 开户**

**open a shop 开店**

**open bid 公开招标**

**open competition 公开竞争**

**open cover 预约承保契约**

**open credit 开发信用证**

**open market operation 公开市场买卖**

**open policy 预定保险单**

**open tender 公开招标**

**opening bank 开证银行**

**opening prices 开盘价**

**opening quotation 开盘，开市行情**

**opening rate 开盘汇率**

**operating capacity 营业（生产）量**

**operating costs 营业费，经营成本**

**operating expenses 营业费，工作费**

**oral report 口头报告**

**order bill of lading 指定人提单**

**order book 订货单**

**order check 指定人支票**

**order for goods 订货单**

**order for sundries 订购杂货**

**order form 订货单**

**order sheet 订货单**

**ordinary quality 中等（指货品）**

**outstanding account 未消帐款**

**outstanding claims 未决赔款**

**outturn sample 货物送达时所取样品**

**out of business 歇业**

**out of employment 失业**

**out of stock 无存货**

**out of work 失业**

**outward documentary bills 出口押汇**

**outward remittance 汇出汇款**

**overdue bill 过期票据**

**overland common point 通常陆上运输可达之地**

**over production 生产过剩**

**overseas buyer 海外买客**

**Oversea Chinese Commercial Bank 华侨商业银行**

窗体顶部

窗体底部

**P**

**pack a box 装箱**

**pack cloth 包装用布**

**pack thread 麻绳（包扎用的）**

**pack up 打包**

**packed cargo 包装货**

**packing and crating 打包，装框**

**packing box 货盒**

**packing case 货箱**

**packing charges 包装费用，打包费**

**packing credit 打包放款**

**packing list 装箱单**

**packing machine 包装机**

**packing paper 包装纸**

**paid-up capital 已缴资本**

**paper mill 造纸厂**

**paper money 钞票，纸币**

**par avion （法文）航空邮递**

**par value 票面价值**

**parcel post 包裹邮递**

**parcel post insurance 邮包保险**

**parcel post receipt 邮包收据**

**parcel receipt 包裹收据**

**parent company 母公司**

**partial acceptance 局部认付**

**partial delivery 部份交付，局部交货**

**partial loss 部份损失**

**partial payment 部份支付**

**partial shipment 分批装船**

**particular average 单独海损**

**part time job 零星工作**

**partner 合伙人，合作者**

**party concerned 有关人士**

**parties to a contract 签约人**

**patent right 专利权**

**pattern for reference 参考样本**

**payable at sight 见票即付**

**payable to bearer 凭票取款**

**pay in advance 预付**

**pay in cash 付现金**

**pay in full 付清**

**paying agent 代付人**

**paying bank 付款银行**

**payment agreement 支付协议**

**payment document 支出单据**

**payment by installment 分期付款**

**payment in advance 预付**

**payment in cash 付现金**

**payment in full 付清**

**payment in part 付一部份**

**per annum 每年**

**per capita 按人头，每人**

**per capita imcome 每人收入**

**per centum 每百**

**perfect competition 完全竞争**

**performance bond 履行保证**

**perils of the sea 航海危险**

**perils of the seas 海难**

**petty cash 零用钱**

**place of delivery 交货地点**

**place of loading 装货处**

**place of payment 付款地点**

**plain telegram 明电**

**planning of products 产品设计**

**please turn over 请阅后页**

**please pay 请付**

**plywood and artificial**

**board industry 夹板工业**

**pocket money 零用钱**

**poor workmanship 粗工**

**port 港口，港市**

**port duty 入港税**

**port of arrival 到达港**

**port of call （沿途）停靠港，暂停港**

**port of delivery 卸货港，交货港**

**port of embarkation 出发港**

**port of sailing 起航港**

**port of shipment 装货港**

**port clearance 出口货单**

**post card 明信片**

**post office box 邮政信箱**

**postal money order 邮政汇票**

**pound sterling 英镑**

**power of attorney 委任状，代理委任状**

**prepaid expenses 预支费用**

**prevailing price 当时价格**

**prevailing rate 市价**

**previous year 上年度**

**price list 价格表**

**prime quality 上等货**

**prior period 上期**

**private company 私人公司**

**private enterprise 私营企业**

**pro forma 估计的，假定的**

**processed farm products 农业加工品**

**profit and loss statement 营业损益表**

**pro forma invoice 估价单，暂定的发票**

**prohibitive price 惊人的高价**

**promissory note 本票，借据，期票**

**promotion expenses 推广费，推销费**

**promotion policy 推销政策**

**promotional allowance 推销津贴**

**promotional literature 广告文件**

**prompt delivery 实时交货**

**prompt shipment 迅速装船**

**proposal form 要保书**

**pro rate 比例分配**

**protective measure 保护办法**

**protective system 保护贸易制度**

**protective trade 保护贸易**

**publication 出版物**

**public agent 代办人**

**public auction 公开拍卖**

**public enterprise 公营企业**

**public market 公开市场**

**public relations 公共关系**

**public tender 公开投标**

**public weigher 公共重量检定人**

**publicity agent 广告代理人，宣传员**

**published price 定价**

**purchase confirmation 购货确认书**

**purchase contract 购货合同**

**purchase expenses 购货费用**

**purchase invoice 购货发票**

**purchase mission 驻外采购团**

**purchase order 购货订单**

**purchasing agent 代购人，购买代理商**

**purchasing cost 进货成本**

**purchasing department 采购部**

**purchasing power 购买力**

**purchasing power of money 购买力**

**Q**

**quality certificate 品质证明书**

**quality control 品质管制，质量控制**

**quarantine office 检疫所**

**quota system 配额制**

**quotations 价目，估价单**

**R**

**railway bill of lading 铁路提单**

**railway freight 铁路运费**

**raise a price 涨价**

**rate cutting 降低运费（保险费）**

**rate of discount 贴现率**

**rate of exchange 汇率**

**rate of interest 利率**

**rate per annum 年率**

**raw materials 原料**

**raw sugar 粗糖**

**received for shipment 收货候装**

**recieved for shipment B/L 备运提单**

**recipient of goods 受货人**

**reciprocal buying 互相购买**

**reciprocal demand 相互需求**

**reciprocal purchase 相互购买**

**reciprocity clause 互惠条款**

**red bill of lading 红色提货单**

**reduce the price 减价**

**refined salt 精盐**

**reflation 通货再膨胀**

**registered 挂号的，登记过的**

**registered capital 注册资本**

**registered letters (post) 挂号信**

**registered mail 挂号邮件**

**registered trade mark 登记商标**

**regular members 普通会员**

**regular price 正常价格**

**regular procedure 正规手续**

**regular service 定期服务**

**regular subscriber 常年订阅者**

**reinsurance policy 再保险单**

**reminder letter 催函**

**remit money 划拨款项**

**remittance permit 汇款核准书**

**renminbi （RMB） 人民币**

**repeat offer 重复发价（发盘）**

**report form 报告格式**

**request notes 申请单**

**restraint of trade 贸易约束**

**restriction of import 进口限制**

**resume business 复业**

**retail business 小买卖，小生意**

**retail dealer 零售商**

**retail price 零售价**

**retail store 零售店**

**retail trader 零售商**

**return cargo 回头货**

**returned goods 退货**

**revision of treaty 修正条约**

**right of priority 优先权**

**risk plan basis 实际危险制**

**risk of breakage 破损险**

**risk of hook damage 钩损险**

**risk of leakage 漏损险**

**risk of non-delivery 遗失险**

**risk of oil damage 油污险**

**risk of sling damage 吊索损险**

**risk of sweat damage 潮腐险**

**risk of theft and/or pilferage 盗窃险**

**risk of warehouse to warehouse 仓库至仓库险**

**rise in price 涨价**

**rival commodities 竞争商品**

**rival firms 竞争公司**

**rock bottom price 最低价**

**rough estimate 概算**

**round voyage 全航程**

**S**

**sales allowance 销货折让**

**sale book 销货簿**

**sale by brand and/or**

**description 凭厂牌和说明售货**

**sale by bulk 批发**

**sale by description**

**and/or brand 货物分类出售**

**sale by inspection 看货买卖**

**sale by sample 凭样本买卖**

**sale by specification 凭规格买卖，凭说明书买卖**

**sale by standard 凭标准买卖**

**sale by confirmation 售货确认书**

**sale contract 售货合同**

**sales invoice 销货发票**

**sales letters 销货信件**

**sales manager 营业主任，销售经理**

**sales potential 推销潜力**

**sale tax 销售税**

**sales promotion 促进销售**

**sales quotas 销货配额**

**sales system 销售制度**

**sales tax 销售税**

**sales territory 销售区域**

**sales woman 女推销员，女店员**

**sample card 货样卡**

**sample of goods 货样**

**sample room 样品间**

**savings bank 储蓄银行**

**sea damage 海损**

**sea risk 海险**

**secondhand goods 旧货**

**secondhand wooden case 旧木箱**

**second party 乙方**

**selected quality 上选品质**

**selection 选择品，精选品**

**sell goods 销货，行销**

**sell on credit 赊销**

**sell out 卖完**

**sell well 好卖，畅销**

**seller's market 卖方市场（求过于供）**

**selling agent 销售代理商**

**selling cost 销售成本**

**selling at half price 半价出售**

**selling at less than cost 蚀本出售**

**selling expenses 销货费用**

**selling price 售价**

**selling profit 销售利润**

**selling rate 卖价，卖出比率**

**semi-finished goods 半成品**

**semi-manufactured goods 半成品**

**service business 服务业**

**service department 服务部**

**settle a claim (bill) 解决赔偿**

**settle account 结帐，清算，支付**

**settlement of exchange 结汇**

**share holder 股东**

**shares of stock 股份**

**ship (discharge) the cargo 装（卸）货**

**shipped on board B/L 装运提单**

**shipping advice 货运通知**

**shipping agent 货运代理人**

**shipping business 航运业**

**shipping company 航运公司**

**shipping documents 装运单据**

**shipping expenses 装货费用**

**shipping note 装货通知单**

**shipping order 发货单**

**shipping receipt 装货收条**

**shipping sample 装船货样**

**shipping space 舱位**

**shipping ton 装载吨**

**shipping weight (intake weight) 装船货物重量**

**shipment sample 装运货物样本**

**shop keeper 老板，店主**

**shopping center 市场，购物中心**

**short bill 短期汇票**

**short contract 空头**

**short credit 短期信用**

**short form bill of lading 简式提单**

**short tons 短吨**

**shortage in weight 重量不足**

**shut out 退关，轧出**

**shut the book 停止交易**

**signing of contract 签约**

**sight bill 即期汇票**

**sight draft 即期汇票**

**sight letter of credit 即期信用证**

**silver coin 银币**

**simple contract 简约**

**skyrocketing price 飞涨价格**

**slack season (off season) 淡季**

**slip system 传票制度**

**small change 零钱**

**small quantity 小量**

**smuggled goods 走私货**

**sole agents 包销，独家经理人**

**special clause 特别条款**

**special column 专栏**

**special discount 特别折扣**

**special expenses 特别开支**

**special order 特别订货**

**special price 特价**

**special tax 特种营业税**

**special value 特别价值**

**speculative business 投机事业**

**spot delivery 当场交付**

**spot goods 现货**

**spot sales 当场买卖**

**stale bill of lading 失效提单**

**stamp duty 印花税**

**stamp tax 印花税**

**standard 标准，准则**

**standard of living 生活标准**

**standard sample 标准样品**

**standardization 标准化**

**stand-by letter of credit 备用信用证**

**state enterprise 政府企业**

**state monopoly 国营专卖**

**statement 表，报表，报告书，清单**

**statement of assets and**

**statement of loss and profit 损益表**

**sterling area 英镑区**

**sterling bloc 英镑集团**

**stock in hand 有现货**

**stock keeper 货物管理人**

**stock market 股票市场**

**stock on hand 存货，存货目录**

**stop payment 止付**

**stop work 停工**

**storage (godown rent) 仓租，保管费**

**storage charges 存货费用**

**straight bill of lading 收货人抬头提单，不转让提单**

**straight credit 直接信用证**

**straight letter of credit 简明信用证**

**strong firm 有气色**

**strong market 市面旺盛**

**subsidiary company 附属公司**

**successful bidder 拍卖成交，得标商**

**sundries (all sorts of goods) 杂货**

**superior quality 优等品**

**supervision 监督**

**superfine quality 极上品**

**supply and demand 供需**

**supply department 供应部**

**supporting document 原始单据，证明文件**

**survey method 调查法**

**surveyor's certificate 鉴定证书**

**surveyor's report 验货报告书，公证人报告**

**suspend payment 停止支付**

**suspension of business 停业**

**suspension of publication 停刊**

**synthetic industry 人工合成工业**

**T**

**table of freight charges 运费表**

**table of rates 税率表**

**tabulated quotation 行情表**

**Taiwan Supply Bureau 台湾物资局**

**Taiwan Tobacco and Wine**

**Monopoly Bureau 台湾烟酒公卖局**

**tale quale (tel quel) 现状条件**

**tally 点数，计数**

**tally man 点数人，卖赊人**

**tally sheet 计数纸**

**tax bearer 纳税人**

**tax collection office 征税局**

**tax exemption 免税**

**tax exemption certification 免税证**

**tax evasion 逃税，漏税**

**tax free 免税的**

**tax free imports 免税进口货**

**telegraphic address 电报挂号**

**telegraphic transfer 电汇**

**telephone directory 电话号码薄**

**temporary employment 短工**

**temporary payments 暂付款项**

**temporary receipt 临时收据**

**term bill 期票**

**terms of credit 信用证条件**

**termination of contract 合约终止**

**termination of employment 雇佣终止，解雇**

**terms of sale 销售条件**

**textile factory 纺织厂**

**thanks for patronage 铭谢惠顾**

**this side up 此端向上**

**through bill of lading 联运提货单**

**tight money market 银根紧的金融市场**

**time bill 期票**

**time charter 定期租船契约**

**time deposit 定期存款**

**time draft 远期汇票**

**time letter of credit 远期信用证**

**time limits 期限**

**time of delivery 交货时日**

**tissue paper 薄纸，棉纸**

**total amount 总计，总数**

**total cost 总成本**

**total loss 全部损失**

**total price 总价**

**total value 总值**

**trade acceptance 商业承兑汇票**

**transit clause 运输条款**

**type of merchandize 货物种类**

**type of payment 付款类别**

**trade center 贸易中心**

**trade channel 贸易途径**

**trade discount 商业折扣**

**trade disputes 商业纠纷**

**trade mark 商标**

**trade promotion division 贸易推广部**

**trade zone 贸易地区**

**trade secret 商业机密**

**trading corporation 贸易各公司**

**tranship goods 转口货**

**travel allowance 旅行津贴**

**traveller's check 旅行支票**

**traveller's letter of credit 旅行信用证**

**treasury bill 财政部证券**

**treaty obligation 条约义务**

**trial balance 电子表格**

**trial order 试订单**

**trial sale 试销**

**trucking expenses 卡车运费**

**trust fund 信托基金**

**trust receipt 信托收据**

**type sample 标准样品**

**U**

**ultimate consumer 最后消费者**

**unassignable letter of credit 不可转让信用证**

**unclean B/L 有债务提单**

**unconditional delivery 无条件交货**

**unconfirmed credit 未确认信用证**

**unconfirmed letter of credit 未确认信用证**

**uncontrollable costs 不能控制的成本**

**unearned income 未获利润**

**unfavorable balance of trade 贸易逆差**

**unfavorable trade balance 贸易顺差**

**unfilled orders 未发货的订单**

**unfinished work 未完成的工作**

**uniform customs and practice**

**for documentary credits 押汇信用证统一惯例实务**

**uniform prices 固定价格**

**unilateral trade 单边贸易**

**unindorsed check 未经背书的支票**

**unit cost 单位成本**

**unload carge 卸货**

**unprecedented rise 空前涨价**

**unprecedented sales 空前销售**

**unreasonable prices 不合理价格**

**unskilled labor 不熟练工人**

**unsuccessful bidder 未得标商人**

**unused balance of letter**

**of credit 信用证未用余额**

**upset price 开拍价格，最低价格**

**usual discount 普通折扣**

**V**

**valid period 有效期限**

**validity 有效期**

**valuable merchandise 贵重品**

**value of import 输入价值**

**variable cost 可变成本**

**variable expenses 可变费用**

**ventilated compartment 通风舱**

**verbal (oral) contract 口头契约**

**vice-general manager 副总经理**

**volume (space) tons 容积吨**

**voyage charter 论次计租轮**

**voyage policy 航程保单**

**W**

**warehouse certificate 仓库凭单**

**warehouse to warehouse clause 仓库到仓库的保险条款**

**warehouse receipt 仓单，存货，仓库收据**

**warehouse warrant 仓单**

**water stain 水渍**

**wear and tear 日久耗损**

**weekly reports 周报**

**weight list 重量单**

**weight tons 重量吨**

**weights and measures 度量衡**

**well-assorted goods 各色俱全的货物**

**wharf(pier, quay) 码头**

**wholesale business 批发业**

**wholesale dealers 批发商**

**wholesale goods 批发货**

**wholesale merchant 批发商**

**wholesale price 批发价**

**with average 全损之外担保分损**

**with recourse 有追索权**

**with particular average 单独海损赔偿**

**without recourse 无追索权**

**without return 不可退货**

**wooden case 木箱**

**working capital 流动资本，资本周转金**

**working day 工作日**

**working expenses 工作费用，经营费用**

**working hours 工作时间**

**World Bank 世界银行**

**world market 世界市场**

**world's fair 万国博览会**

**wrapping paper 包装纸**

**written agreements(contracts) 书面契约**

**written contract 正式合同**

**written document 书面证明**

**written evidence 字据**

**written permission 书面许可证**

**Y**

**yearly installment 按年摊付**

窗体顶部

**Z**

**Zone Improvenment Program (ZIP) 邮政编码**