

职场英语--职场中提醒客户支付尾款

Xiaoli: Hi Mr. Stu, this is Xiaoli calling from [Company Name]. Hope I'm not interrupting you!

Stu: Hi Xiaoli, no problem at all. What's this regarding?

Xiaoli: Just a quick friendly reminder—your project was delivered last week, and the \$5,000 balance is due this Friday. I wanted to give you a call to make sure you got the payment details.

Stu: Oh right! I meant to handle this earlier. Thanks for calling—what payment methods do you accept?

Xiaoli: Bank transfer or credit card both work. I'll resend the account info and payment link to your email right after our call.

Stu: Perfect, I'll process it tomorrow.

Xiaoli: Great! Let me know if you need anything else. Have a good day!

Xiaoli: Hi Mr. Stu, this is Xiaoli calling from [Company Name]. Hope I'm not interrupting you!

小力：嗨，司徒先生，我是[公司名称]的小力，给您打电话。希望没打扰到您！

Stu: Hi Xiaoli, no problem at all. What's this regarding?

司徒：嗨，小力，完全没有。有什么事吗？

Xiaoli: Just a quick friendly reminder—your project was delivered last week, and the \$5,000 balance is due this Friday. I wanted to give you a call to make sure you got the payment details.

小力：就是友好提醒下，您的项目上周已经交付，5000 美元尾款本周五到期。
我打电话来确认下您是否收到了付款信息。

Stu: Oh right! I meant to handle this earlier. Thanks for calling—what payment methods do you accept?

司徒：哦对！我本来早该处理的。多谢你打电话来——你们支持哪些付款方式？

Xiaoli: Bank transfer or credit card both work. I'll resend the account info and payment link to your email right after our call.

小力：银行转账或信用卡都可以。挂了电话我马上把账户信息和付款链接重新发到您邮箱。

Stu: Perfect, I'll process it tomorrow.

司徒：好的，我明天就处理。

Xiaoli: Great! Let me know if you need anything else. Have a good day!

小力：太好了！有任何需要随时说。祝您愉快！