

外贸外语指导:有关订购的英语表达 PDF转换可能丢失图片或格式, 建议阅读原文

[https://www.100test.com/kao\\_ti2020/285/2021\\_2022\\_\\_E5\\_A4\\_96\\_E8\\_B4\\_B8\\_E5\\_A4\\_96\\_E8\\_c67\\_285475.htm](https://www.100test.com/kao_ti2020/285/2021_2022__E5_A4_96_E8_B4_B8_E5_A4_96_E8_c67_285475.htm) 一、请求订购 1、据我公司记载,自上笔交易以来,我们的业务已中断了很长时间,不知是否因为我方服务不周所致,敬请告知。 According to our records, it has been a long time since we last had the pleasure of serving you, and we are wondering whether something has “ gone wrong ” . 2、不论收到贵方任何订单,我均非常感谢。确信必将如期完成,并使贵方感到满意。 We shall greatly appreciate any order that you may have for us and feel confident that it will be filled to your satisfaction. 3、如蒙惠顾,请寄订单为盼。 Should you think favourably of our application, kindly hand us your order-sheet. 4、我们相信,近日内必能收到贵公司的试销订单,为此恭候来函。 We trust that you will favour us with a trial at an early date, and await the pleasure of hearing from you. 二、订购 1、价格表已收到,请尽可能迅速以铁路货运下列商品,当不胜感激。 I have received your price-list, and shall be glad if you will send me by rail as early as possible as follows: 2、请送马路用,医院用,学校用,以及办公室用的各种大小适当的灯,一共100个,谢谢。 I shall be glad if you will let me have 100 Lamps of each of the various sizes, suitable for streets, hospitals, schools and offices. 3、请寄我公司在本月5日函中所详述的抽水机三个,其价格按照贵公司来函所定价格。 We request you to hand us the three pumps described in detail in ours of the 5th inst., at the prices fixed in your letter. 4、请按照贵公司提供的样品,供应我司50吨煤炭,谢谢。

I shall be glad if you will forward fifty tons of coal, in accordance with your sample. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)