



Useful Terms and Sentences 过关秘笈



秘笈一 专业术语

terms and conditions	条款
sales contract	销售合同
sales confirmation	销售确认书
contract no.	合同号
description of goods	货描
unit price	单价
total amount/value	总金额
D/P (Documents Against Payment)	付款交单
irrevocable L/C	不可撤销信用证
price terms	价格条款
total value	总金额 (填写金额大写)
time of shipment	装运期
replacement goods	替代货物
risk of breakage	破损险
WPA (With Particular Average)	水渍险
contract execution	合同执行
contract settlement	合同善后
premium	保险费
for our account	由我方承担
rough loading	粗暴装卸
claim	索赔
claim settlement	理赔
reinforce packing	加固包装
carrier	承运人
accommodation	通融
compensation	赔偿

quality discrepancy	质量不符
Entry-Exit Inspection and Quarantine Bureau	出入境检验检疫局
authorized institution	权威机构
FAQ (Fair Average Quality)	良好平均品质/中等货
usual practice	惯例
commission	佣金
inclusive of...	包含, 包括
more or less	溢短装
in bulk	散装
shipping space	舱位
book the shipping space	预定舱位
Maersk	马士基 (世界十大船公司之首)
COSCO	中国远洋运输 (集团) 公司/中远
replacement goods	替代货物
short weight	短重
short loading	短装



秘笈二 常用句式

合同条款常用句式

1. I'd like to repeat the quality we are in the market for: FAQ (Fair Average Quality).
我想重申一下我方想购买货物的品质: 良好平均品质。
2. We are interested in your printer, item no.: DX012. Can you make us an offer for 1,200 units?
我们对贵方货号 DX012 这款打印机很感兴趣。请问能给我们报 1 200 台的价格吗?
3. Our European clients are very interested in your men's pullovers. Can you supply us 2,000 pieces of blue and gray colors, Size XL from stock?
我方的欧洲客户对贵方的男士套头衫非常感兴趣。请问贵方能否供应 2 000 件 XL 蓝色和灰色的现货产品?
4. It would be busy season for decoration and gift products in November and December. Can you please effect shipment in mid September?
11 月和 12 月是装饰品和礼品类产品的销售旺季。请问贵方能否在 9 月中旬安排装运?

5. If we place an order for 3,000 sets instead of 2,000 sets, can you give us a higher discount?
如果我们的订购数量是 3 000 套而不是 2 000 套，能否给我更高的折扣呢？
6. Can you agree with 60 days L/C as a special accommodation as our funds are tied up these days?
由于最近我方资金占用的问题，作为通融，这次贵方能否接受 60 天的远期信用证支付呢？
7. Can you advance shipment from January to November since it would be Chinese lunar New Year in late January and lots of worker would go back home for their family reunion? We would be in short of hands then.
请问贵方能否将装期从 1 月提前到 11 月？因为 1 月底是中国的农历新年，很多工人都回家和家人团聚了，我们到时候会人手不足。
8. As our usual practice, we would insure the goods for 110% of the invoice value against A.R., the extra premium will be for your account.
按照我方惯例，我们通常为货物投保发票金额 110% 的一切险。因此，额外保费需要由你方承担。
9. Please note that the total amount should be 35,000 dollars, inclusive of our 3% commission.
请注意总金额应该是 35 000 美元，包括我方 3% 的佣金。
10. For goods with bulk package, 5% more or less is allowed in both quantity and total amount.
对于散装货物，我们允许在数量和总金额上 5% 的溢短装。

合同执行常用句式

1. It would be our raining season when the goods arrive at the port of destination. So we have no choice but to ask you to reinforce our packing with waterproof linings. Please rest assured that the additional cost will be for our account.
货物抵达目的港时正好刚上这边的雨季。因此我们别无选择只能请你方加固一下包装，给产品加上防水衬垫。请放心，我们会负担额外的费用的。
2. It is very difficult to book the shipping space from Maersk these days. So is it possible for us to try COSCO now?
最近马士基的舱位很难预定，请问我方可否预定中远的？
3. Our funds are tied up due to a recent investment, so is it acceptable for you to adjust the balance payment by 30 days D/P instead of sight L/C?
由于最近公司的一次投资行为，我方最近资金占用比较紧张。请问贵方能否接受尾款改用 30 天付款交单结算，而不是即期信用证？

4. We've got the latest information from authorized institution that the goods should be packed in wooden cases. We know it is late to tell you so, but would you please take the trouble and change the packing for us?

我方最近从当局获悉货物需要以木箱包装。我方知道现在告知贵方此事为时较晚，不过还请贵方勉为其难为我方改变一下包装方式。

5. Due to calculation errors, we are regretful to inform you that we cannot ship the whole lot of order no. DC014 to you this time, 30% of the goods shall be shipped next week by the same carrier.

由于计算失误，我们很遗憾地通知贵方这次我们无法转运合同号 DC014 下的所有货物了，30%的货物需要改到下周由同一家承运人运出。

合同善后常用句式

1. Due to inferior quality of the goods we received, we have to file a claim against you for 3,000 dollars to cover our loss.

由于所收货物质量低下，我方不得不向贵方索赔 3 000 美元以弥补损失。

2. After our thorough investigation, we found the goods are damaged due to rough loading in the port. Therefore, you should hold the shipping company responsible for the loss, not us.

经过我方彻底调查，我们发现货物损坏是因为港口粗暴装卸所致，因此，你方应向船公司索赔，而不是我方。

3. Sorry for your loss, we know we are responsible for the damage, is it OK for you to accept a compensation of 25,00 dollars?

很抱歉让贵方承受了损失，我方知道应为此次损失负责，不知贵方能否接受 2 500 美元的赔偿金？

4. Sorry for the breakage, can we ship the replacement goods for you in the next lot?

我方位此次破损深表歉意，不知可否随下一批货物一起将替换货物发给贵方？

5. Sorry for the short loading, we can offer you a 2% discount as compensation. Is that OK for you?

对于此次货物短装我方深感歉意，我方将给予贵方 2%的折扣作为赔偿，不知贵方意下如何？