



Useful Terms and Sentences 过关秘笈



秘笈一 专业术语

contract terms and conditions	合同条款
description of goods	货物描述
name of commodity	商品名称, 品名
specifications	规格
unit price	单价
quote a price for...	就(某种品名和规格)报价
send a quotation	报价
make a firm offer	报实盘
under offer	在出售中
put the offer out	发出报盘
bid a price for...	就(某种品名和规格)递价, 出价
FOB China port net	中国港口离岸净价
CFR Genoa, Italy	到意大利热那亚港成本加运费价
CIF C5 Pusan, Korea	韩国釜山港到岸价含佣 5%
European Main Ports	欧洲主要口岸, 欧洲基本港
at seller's / buyer's option	由卖方/买方选择
shipment, shipment time	装运期
ship the goods in one lot	用一个整批运输货物
ship the goods in 3 lots	分三批运输货物
ship the goods in August, 2017	在 2017 年 8 月运输货物
ship the goods via Hong Kong	经香港转运货物
ship the goods by direct steamer	用直达轮运输货物
ship the goods in COSCO's 20' FCL	用中远公司 20 英尺集装箱运输货物
packing	包装
packing modes	包装方式
pack the goods in... of... each	用.....包装, 每.....装.....

payment terms	支付方式
pay by T/T before / after shipment	凭前/后 T/T (电汇) 付款
pay by D/Pat sight	凭即期付款交单支付
pay by 30 / 45 / 60 / 90 / 120 days' D/P	凭 30/45/60/90/120 天期付款交单支付
pay by D/A	凭承兑交单支付
pay by sight L/C	凭即期付款信用证支付
pay by L/C at 30 / 60 / 90 / 120 days' sight	凭 30/60/90/120 天期信用证支付
make a concession in price	在价格方面让步
cut the price by 5%	减价百分之五
meet each other half way	各让一半
strategies and skills	策略和技巧
make an attack	发动进攻
make defense	进行防守
exercise threats	实施威胁
come into a draw	陷入僵局



秘笈二 常用句式

价格条款谈判常用句式	
要价	<p>1. If your price is found competitive and delivery time acceptable, we shall place a large order with you. 如果你方价格有竞争力, 交货期可接受, 我们将向你方大量订货。</p> <p>2. Please quote for supply of 1,000 metric tons of "Snowflake" Brand zinc ingots. 请就供应 1 000 公吨 "雪花" 牌锌锭报价。</p> <p>3. Please quote us the best CIF C5% Tianjin price and indicate the quantity available and various sizes that you could supply for prompt shipment. 请报最优惠的天津到岸价, 含佣 5%, 同时说明可供数量以及各种可以即期装运的尺码。</p> <p>4. Please quote your FOB Qingdao price and state the earliest possible shipment date. 请报青岛船上交货价, 并说明最早的交货日期。</p> <p>5. At present, some of our clients are interested in your pure wool carpets and enquire for their quality and prices.</p>

	<p>目前我们的一些客户对你们的纯毛地毯颇感兴趣，并询问其质量和价格。</p> <p>6. We'd like to learn about your capacity and conditions. 我们想了解一下你方在这方面的供货能力及销售条件。</p>
报价	<p>1. We are pleased to offer you A-Class Canned Food as follows: 现报 A 级食品罐头盘如下：</p> <p>2. We'd like to offer you 200 M/T Zinc Ingots, zinc content 97% minimum, at USD1,700 per M/T CIF C5 Pusan, Korea. 现报 200 公吨锌锭，锌含量最低 97%，每吨韩国釜山到岸价 1 700 美元，含佣 5%。</p> <p>3. For this is a trial order, we quote you at GBP3.6 per dozen FOB Qingdao net. 对于此笔试购订单，我方报价：青岛离岸净价每打 3.6 英镑。</p>
还价	<p>1. You could benefit from large quantity order with a litter concession, say 3% reduction. 只要稍作让步，比方说降价 3%，就可得到一大笔交易。</p> <p>2. We appreciate the good quality of your products, but we regret to inform you that your price is rather too high even of this quality. 我们很欣赏你方产品的质量，但是十分遗憾，即使这等质量你方价格也偏高了。</p> <p>3. We regret that we are unable to entertain your offer of USD1,200 per metric ton of polished red date CIF Shanghai. 本公司不能接受你方以成本、保险加运费到上海每吨 1 200 美元供应优良红枣，深感抱歉。</p> <p>4. If you give us a 3% discount, we'll place an order for 30 cartons with you. 如你方能给我方 3% 的折扣（打 97 折），我方将试订购 30 箱。</p>
装运条款谈判常用句式	
装运期	<p>1. When is the earliest we can expect shipment? 最早什么时候可以交货呢？</p> <p>2. After shipment, it will be altogether four to five weeks before the goods can reach our retailers. 从交货到零售商收到货物总共需要 4~5 个星期。</p> <p>3. We trust that you will make all necessary arrangements to deliver the goods in time. 我们相信你方会做必要的安排，以及时装运。</p> <p>4. You may rest assured that we will ship the goods next week without delay . 请放心我们一定在下周装运货物。</p>

	<p>5. As we're heavily committed, we suggest shipment to be made in this July. 由于我方任务过重，建议今年7月装运。</p>
装运港	<p>1. We suggest the port of shipment to be at seller's option. 我方建议装运港由卖方选择。</p> <p>2. The port of shipment can be any of Chinese ports. 装运港可以为任意一个中国港口。</p>
运输方式	<p>1. The articles will be sent to you by air/sea/railway/road. 该货将通过空运/海运/铁路运输/公路运输运至你方。</p> <p>2. As far as transportation is concerned, we would like our goods to be delivered by sea. 至于运输，我方希望货物用海运方式运输。</p>
分批装运	<p>1. Shipment can be made in 3 equal monthly lots, namely 100 tons each month, starting from this July. 可分三批按月等量装运，即每月100吨，从今年7月开始。</p> <p>2. The goods can be shipped in 3 monthly lots, namely 100 tons in this July, 150 in August, and 200 in September. 货物可分三批按月装运，即今年7月100吨，8月150吨，9月200吨。</p> <p>3. Partial shipments are not allowed. 不允许分批装运。</p>
转运	<p>1. We agree to ship the goods via Hong Kong. 我方同意经由香港转运货物。</p> <p>2. Since direct steamers are few and far between, we suggest transshipment at Singapore. 由于直达轮稀少，我方建议经由新加坡转运。</p> <p>3. Please allow partial shipments and transshipment. 请允许分批装运和转运。</p> <p>4. Our opening bank requires that negotiations must be made by Direct Steamer B/Ls. 我方开证行要求议付须凭直达轮提单。</p>
包装条款谈判常用句式	
<p>1. The goods are to be packed into cartons of 24 boxes each, 240 cartons to a 20' FCL. 该货物应该用纸箱包装，每箱装24盒，240纸箱装入一个20英尺集装箱。</p> <p>2. Zinc Ingots should be packed in bundles of about one ton each, then on pallets, about 17 tons to a 20' FCL. 锌锭须捆装/打捆，每捆约一吨。然后放在托盘上，约17吨装入一个20英尺集装箱。</p> <p>3. Crops are usually packed in bulk. 谷物通常散装。</p>	

支付条款谈判常用句式	
使用币种	<p>1. As GBP is weak now, we suggest payment to be made in USD. 由于当前英镑疲软，建议用美元支付。</p> <p>2. As you know, CNY is rather popular in many countries. You can try to accept payment to be made in CNY for this deal. 如你方所知，人民币在很多国家相当受欢迎。你方可以尝试这次交易接受用人民币支付。</p>
支付方式与期限	<p>1. For payment, we require 100% value, confirmed and irrevocable L/C with partial shipment and transshipment allowed clause, available by draft at sight. 对于支付，我们要求全额、保兑、不可撤销的即期信用证，允许分批、转运。</p> <p>2. Payment is to be made against sight draft drawn under a confirmed, irrevocable, divisible and transferable L/C without recourse for the full amount. 支付须凭保兑、不可撤销、可分割、可转让、无追索权的全额信用证。</p> <p>3. Please draw on us at sight for the amount of your invoice and attach the documents listed below to your draft. 请就发票金额向我们开即期汇票收款，并将单据附在汇票后面。</p> <p>4. As to payment, we suggest, for transactions not exceeding USD10,000, T/T in advance of shipment be acceptable. 关于支付，我们建议，对金额低于一万美元的交易，可以接受装运前电汇。</p> <p>5. We suggest for this deal that 30% of the contract value to be paid by T/T within one week after conclusion of business and the balance (to be paid) by D/P at sight / an irrevocable documentary sight L/C. 我方建议对于此笔交易支付方式为：30%的合同金额于成交后一周内凭电汇支付，尾款于装运前凭即期付款交单（或不可撤销即期跟单信用证，注：比前者更苛刻的条件）支付。</p> <p>6. As agreed, the terms of payment for this order are a letter of credit at 60 day's sight. 按照双方一致意见，本订单的支付条件为 60 天期信用证。</p>
保险条款谈判常用句式	
	<p>1. We shall provide such insurance at your cost. 我们将投保这种险别，费用由你方负担。</p> <p>2. As to the goods priced on CIF basis, our company will insure against all risks for 110% of invoice value.</p>

按 CIF 价成交的货物，由我公司以发票价值 110%投保综合险。

3. After loading the goods on board the ship, you must go to the insurance company to have them insured.

货物装船后，你方必须去保险公司为货物投保。

4. We can serve you with a broad range of coverage against all kinds of risks for sea transport, such as Free from Particular Average (F.P.A.), With Particular Average (W.P.A.), All Risks and Extraneous Risks.

我们可以承保海洋运输的所有险别，如：平安险、水渍险、一切险和附加险。

5. The premium is calculated according to the premium rate or rates for risks to be covered. 保险费是根据投保险别的保险费率计算的。

6. We have covered the above shipment with the People's Insurance Company of China against All Risks and War Risk for USD1, 870,000.

我方已将上述货物向中国人民保险公司按 187 万美元投保了一切险和战争险。

7. Please insure on the goods against ICC's Clause A for 110% of the invoice value.

请就货物按照发票金额的 110%投保《伦敦协会货物保险条款》的 A 险别。