



Useful Terms and Sentences 过关秘笈



秘笈一 专业术语

conclude the business	成交
close a deal	成交
come to terms	成交
materialize a transaction	成交
conclusion of business	成交
sign a contract	签约, 签订合同
signature of a contract	签约, 签订合同
unit price	单价
discount	折扣
reduce/shade/cut down the price by 5%	降价百分之五
give/extend/provide a special discount of 25%	给予七五折的特别折扣
an accumulated quantity discount	数量累进折扣
sell off the stock	清空库存
contract terms	合同的一级条款
contract conditions	合同的二级条款
payment terms	支付条件
shipment clause	装运条款
insurance clause	保险条款
quantity clause	数量条款
specification clause	规格条款
description of goods	货物描述, 货描
name of commodity	商品名称, 品名
packing clause	包装条款
total value clause	总价条款
arbitration clause	仲裁条款
force majeure clause	不可抗力条款

breach and penalty clause	违约与惩罚条款
dispute and claim clause	异议索赔条款
exception clause	免责条款
validity of contract	合同效力
draft contract/contract draft/draft of contract	合同草案
contractual right and obligations	合同权利与义务
contract text	合同文本
in both Chinese and English versions in duplicate	中英文双语文本一式两份
counter-signature of contract	合同会签
observe and listen	察言观色
assess the draft contract	评估合同草案
encourage conclusion of business	促成交易
concession in price	价格让步, 让价
pressing threat	压迫式威胁
stress threat	胁迫式威胁
suicide threat	自杀式威胁



秘笈二 常用句式

促成交易常用句式
<p>1. If you cut down your price by, say 5%, we believe substantial business can be materialized. 如你方降价, 比方说百分之五, 我方相信能达成大宗交易。</p> <p>2. If your price is found favorable and delivery time acceptable, we'll place a large order with you this time. 如果你方价格优惠且交货期合适, 我方本次将大量订购。</p> <p>3. If you place an order for more than 1, 000 pieces this time, we'd like to give you a 5% special discount. 如果你方本次订购 1 000 件以上, 我方拟给予你方九五折的特别折扣。</p> <p>4. We guarantee to effect shipment in April if you make the down payment within a week after we sign the contract. 如果你方签约后一周内打定金, 我方保证四月装运。</p> <p>5. The market is going up sharply. If you're really interested in this commodity, we strongly</p>

suggest your prompt acceptance of our terms.

市场行情迅速上升。因此，如果你方确实有意购买，强烈建议你方从速接受我方条件。

6. Our stock is going down quickly and we can only accept orders for delivery after 90 days. Therefore, you'd better place your order at once.

我方库存迅速下降且我方仅接受 90 天后运输的订单。因此，你方最好欲购从速。

7. If you insist on your terms, we have no choice but to turn back to go home.

如果你方坚持自己的条件，我方别无选择只能打道回府。

8. We regret to inform you that the quotation in your last letter is much higher than the current market price. If you don't shade your price accordingly, I'm afraid there's no possibility of business.

很抱歉告知你方上一封信函中报价比市场价高出许多。如果你方拒不降价，恐怕无成交可能。

成交常用句式

1. In view of our long friendship, we agree to accept these terms.

考虑到双方长期友好关系，我方同意接受这些条件。

2. As we find both the quality and the prices satisfactory, we are pleased to place a trial order with you for the following:

我方认为贵公司产品品质和价格令人满意，因此我方很高兴向你方试购如下商品：

3. We now confirm that we can supply 1,000 metric tons "Snowflake" Brand Zinc Ingots, zinc content 99% at the price in accordance with your order.

兹确认我公司可以供应 1 000 公吨“雪花”牌锌锭，锌含量最低 99%，单价依照你方订单价格。

4. After carefully going through the terms and conditions in your order, we feel we can accept it.

我方仔细审阅你方订单条款后，感到可以接受。

5. Through both parties' efforts, we are glad to call it a deal!

经过双方努力，我们可以成交了！

6. Thanks to the mutual efforts and cooperation, we are glad we can come to terms with you.

多亏双方的努力与合作，我方很高兴与贵公司达成交易。

签约常用句式

1. Our S/C No. C-432 in duplicate are presented here. Please counter sign them and return one copy for our file.

现呈上我公司销售合同第 C-432 号一式两份,请签署并退回其中一份以供我们存档。

2. This contract is made by and between the Buyer and Seller, whereby the Buyer agree to buy and the Seller agree to sell the under-mentioned commodity according to the terms and conditions stated below:

买卖双方签署本合同,并同意按照下述条件与条款购买/出售下列商品:

3. In witness thereof, this contract is signed by both Parties in two original copies; each Party shall keep one copy.

作为证据,本合同两份正本由双方共同签署,双方各执一份。