



Useful Terms and Sentences 过关秘笈



秘笈一 专业术语

payment	支付方式
Mail Transfer, M/T	信汇
Telegraphic Transfer, T/T	电汇
Demand Draft, D/D	票汇
Document against Payment, D/P	付款交单
Document against acceptance, D/A	承兑交单
Letter of Credit, L/C	信用证
bill of exchange	汇票
promissory note	本票
voucher	凭单, 收据
advance	预付
cash payment	现金支付, 付现
cheque	支票
down payment	预付定金
monthly payment	月度付款
payment in specie	以其真正形式付款
payment in kind	以实物付款
sum	总数, 全额
refund, repayment	拖欠款项
outstanding payment	拖欠款项
compensation	赔偿, 补偿
remuneration	报酬, 补偿
payment bill	支付票据
mode of payment	付款方法
payment in full/full payment	付清/支付全部货款
payment in part/part payment/partial payment	支付部分货款/分批付款

payment on account	记账付款/会计账目内付款
payment on term	定期付款
annual payment	年分期付款
payment in arrears	延滞付款
monthly payment	月分期付款
payment in advance/prepayment	预付货/先付
deferred payment	延付货款
prompt payment/immediate payment	立即付款
suspense payment	暂付款
delay in payment/extension of payment	延期付款
payment for honor	名誉支付
settlement	结账/清算/支付
installment	分期付款
banker's draft	银行汇票
certified bank's draft	保付银行汇票
Special Drawing Right	特别提款权(货币)
Freely Convertible Currency	自由兑换货币



秘笈二 常用句式

变更支付方式谈判常用句式
<p>1. Let's have a talk over the question about changing the payment terms, if you don't mind. 你要是不反对,我们就谈谈变更付款条件。</p> <p>2. Can you advise me of your general practice in this respect as you do not accept L/C at sight? 鉴于你方不接受即期信用证付款方式,那能否告诉我,你们这方面通常怎么做?</p> <p>3. Could you tell me which kind of payment terms you prefer? 能否告知我方,你方倾向于哪种付款方式?</p> <p>4. We have received your letter asking for changing the payment terms. 我们已经收到你方要求变更付款方式的来信。</p> <p>5. As a special case, we may consider accepting your payments by D/P. 作为特例,我们可以考虑接受凭付款交单支付。</p> <p>6. If the amount of each transaction is below \$ 680, we agree to draw at 15 days D/A terms.</p>

如果每笔交易金额低于 680 美元，则我们同意 15 日承兑交单条件。

7. To tell you the truth, most of our regular suppliers are drawing on us at 30 days or 60 days on D/A terms. Our reputation is very sound.

实话说，我方长期供应商都向我方开 30 天或 60 天承兑交单的汇票，我方信誉很好。

8. In view of the small amount of this transaction, we disagree to accept payment by D/P at sight.

鉴于这笔交易数额较小，我们不同意即期付款交单。

9. We agree to the change in payment terms but only in this instance.

我们同意变换付款方式，但仅此一次。

10. The RMB has been officially included in the SDR (Special Drawing Right) currency, but it isn't the freely convertible currency. So I'm afraid we can't accept the payment in RMB.

虽然人民币已正式纳入特别提款权货币，但仍不属可自由兑换货币。恐怕我方难以接受你方人民币付款。

11. We can accept a payment of 60% within three months after delivery of the goods, but not 70% as you have requested.

我们可以接受在交货的三个月内付清 60% 的款项，但不能按你方要求的 70%。

12. Please accept our compromise proposal on the terms of payment, as mentioned above.

请接受我们在付款方式上所做的让步，如上所述。

13. We agree to reduce the down payment, payable on signing of the contract, from twenty percent to ten, provided that the contract price is increased by two percent.

如果合同价格增加 2% 的话，我们同意将定金从 20% 减少到 10%。

14. As a special case, we agree to your proposed change in payment terms. For future transactions, however, please do not take it for granted that we will agree to the payment thirty days after the cargo being received.

作为一次特例，我们同意你方提出的改变付款方式的要求。但请不要认为以后的交易我们都会同意在货物收到后的 30 天付款的做法。

15. D/P or D/A is only accepted if the amount involved for each transaction is less the \$1,500.

只有每笔交易低于 1 500 美元时，付款交单或承兑交单才被接受。

16. We request a 10% payment at the time of ordering. The remaining amount must be paid within 15 days.

我们要求下单时预付 10%，余额在 15 日内必须付清。

17. We can only accept 40% cash payment in local currency. The other 60% by L/C should reach us 15 to 30 days before the delivery.

我们只能接受 40% 本地货币现金支付，其余 60% 应以在交货期前 15 日到 30 日开出的信用证支付。

18. If the payment is made by installments, the annual interest is calculated by 7% and paid off at the end of each year.
如果是分期付款，那么年息将以 7% 计算，每年年底付清。
19. Sorry! But full payments must be made within 45 days.
对不起！但必须在 45 日内付清全款。
20. 10-25 days prior to the date of delivery, you should pay against the presentation of the draft drawn on the opening bank.
你方需在交货日期前 10~25 天见票即付。
21. We can accept the changes, but we require payment by L/C to reach us one month prior to the time of shipment.
我们可以接受这几处变更，但我们要求你方凭船期前一个月开到我处的信用证支付。
22. Advance payment of 25% of the contract value shall be paid within 30 days after the date of signing the contract.
合同签订之日起 30 日内需提前支付合同金额 25% 的预付款项。
23. As the manufacturer of the equipment involves sums of money to be advanced, we have to ask for 100% down payment by T/T.
由于我们需要向设备的生产厂家支付预付款，我们不得不要求你方支付全额 T/T 预付款。
24. As a matter of fact, we demand payment by confirmed, irrevocable L/C payable against draft at sight.
事实上我们要求以保兑的、不可撤销的信用证，凭即期汇票支付。
25. Could you make an exception in our case and accept D/P or D/A?
你能例外接受付款交单或承兑交单吗？
26. I hope you would leave us some leeway in terms of payment. We would prefer you to pay in US dollars.
我希望你能在付款条件上给我们留点余地。我方更希望贵方改用美元支付。
27. We wonder if you could consider changing payment terms to the following.
我们想知道你方能否考虑改换使用以下的付款方式。
28. According to the contract, after receipt of the preliminary shipping advice, you are kindly requested to open with the Bank of China the relative L/C in our favor within five days.
按照合同，在收到第一次装运通知后，请贵方需在 5 日内在中国银行开立以我方为抬头人的相关信用证。
29. You are requested to pay \$6,000 as a down payment if you change to a 30-day credit period.
如果你方要变更为 30 效期信用证付款，那你方需要预付 6 000 美元。

30. Since we would like to save on the cost of opening an L/C, please consider the D/P payment method instead.
既然我们想节省开立信用证的费用，请考虑用付款交单的方式替代。
31. Although the terms of the contract, we would be most grateful if you could consider changing payment terms from D/A to D/P.
虽然合同的付款方式是这样，但是如果贵方能考虑将付款方式由承兑交单改为付款交单，我们将不胜感激。
32. We have not yet received your reply to our letter of June 30, 2021 regarding our request to change the payment terms.
我们还未收到贵方对于我们 2021 年 6 月 30 日关于请求改变付款方式一信的回复。
33. Although the contract stipulates an L/C as the payment term, please consider changing L/C to D/A.
尽管合同规定了付款方式采用信用证，但请考虑将信用证的付款方式改为承兑交单。
34. We prefer payment against delivery, because these goods are very expensive.
我们希望货到付款，因为这批货非常昂贵。
35. We hope you can accept payment in other currencies than US dollars.
我们希望你们能够接受除美元以外的其他货币。
36. We shall be very happy if you can grant us an extension of 2 weeks.
如果你们能给我们延长 2 周我们将非常高兴。
37. We ask to put off the time of our payment 3 months later to facilitate the capital turnover.
我们要求能推迟付款 3 个月以便资金周转。
38. We should like to advise you that payment by collection is acceptable.
我方想告诉贵方的是，以托收形式来支付货款，我方是可以接受的。
39. Payment of the purchase is to be effected by an irrevocable letter of credit in our favor, payable by draft at sight in pounds sterling in London.
货款应该是以我们为抬头人的、不可撤销的凭即期汇票在伦敦即付英镑的信用证。
40. We don't accept payment in US dollars. Please conclude the business in terms of Swiss francs.
我方不收美元，请最好用瑞士法郎来成交生意。
41. We will start the payment in half a year and all the amounts will be cleared off within 3 years by six installments.
我们将在半年内付款，总款将在 3 年内分 6 次付清。
42. I'm very sorry, I'm afraid I can't promise you even that. As I've said, we require payment by L/C.
对不起，即便那样，我恐怕也不能答应。我都说过了，我们要求用信用证付款。

43. Because of the money problem, I hope that you can allow us to pay in installments with the first payment after delivery, and then we'll pay the rest once month.

因为资金问题，我希望你能让我们在货物到达后能首付款，然后我们将月结。

44. We are having some trouble in receiving payment, so we want to ask if we could defer payment until the end of the month.

我们在收款上遇到一些问题，故我想问一下我们能否延迟到月底付款。