

海外取引の英文

登場人物

Buyer: Pacific Co., Inc.

5050 South West, Seattle, WA 98116, USA

The Person in Charge of Import: James Carter, Import Manager

Country: Seattle, WA, USA

Bankers: The Bank of Seattle

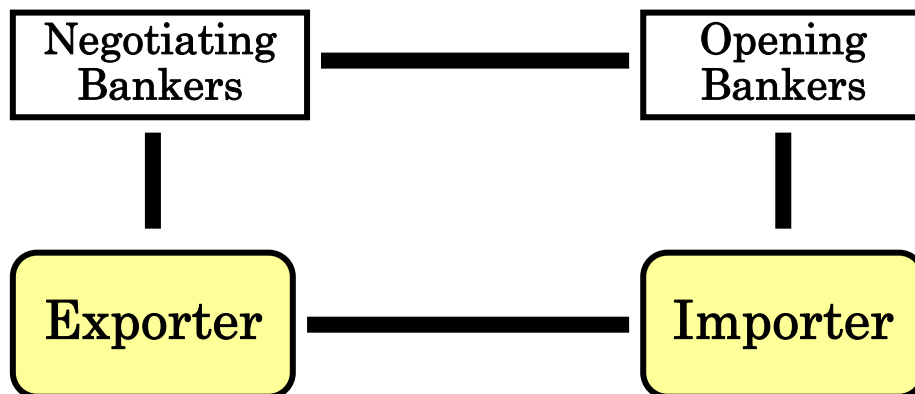
Seller: Japan Co., Ltd.

1-2-3 Hongo, Bunkyo-ku, Tokyo 113-0005, Japan

The Person in Charge of Export: Shinji Aso, Export Manager

Country: Tokyo, Japan

Bankers: The Japan Bank



英辞郎 <http://www.alc.co.jp/>

Weblio <http://ejje.weblio.jp/>

ヤフー辞書 <http://dic.yahoo.co.jp/>

なお、本編における英文は「日商ビジネス英語検定3級」の「海外取引レター編」及び実教出版の【国際ビジネスのコミュニケーション】を基に、手を加え・追加したものです。

1 取引先の紹介依頼

We are a well-established import/export company.

We specialize in Electrical Goods of quality and have close connections with major manufacturers here in Japan.

We are desiring to expand our business to your city and would be glad to know if you could kindly introduce us to some reliable firms in your city who may be interested in importing digital products such as Digital Clocks or Digital Watches.

We look forward to hearing from you soon.

2 取引先の紹介

In response to your inquiry in your e-mail of March 15, we have the pleasure of giving you the name of Pacific Co., Inc. (e-mail address: mas@optic.or.jp)

This firm has been importing various goods from foreign countries for many years.

They have a long history and a large staff.

They are now in the market for innovative products such as Digital Clocks or Digital Watches which you spoke of.

As to their credit standing, their bank, The Bank of Seattle, will be pleased to furnish you with any information you may require.

We hope you will make use of our services at any time.

3 商品の売り込み

We have learned from your local Chamber of Commerce that you are interested in importing our Digital Watches.

As one of the major import/export companies of electronic goods, having a business background of 50 years, we have been exporting Digital Watches on a large scale to about 15 countries throughout the world.

Our products have consistently received high marks for their quality in each market.

We are sending you our catalog and price list separately.

For our financial standing, please refer to The Japan Bank, Tokyo.

About our terms of business, it is our custom to trade on an irrevocable Letter of Credit.

We await your favorable reply and we look forward to having a successful business relationship with you soon.

4 引合

Thank you very much for your e-mail of April 15, in which you express your desire to open an account with us.

As you may know, Digital Watches are becoming more and more popular among our customers here and we are expecting a high demand for this line of product.

We are interested in your newly-developed Digital Watches, DW-1000, and wish to know whether you are able to supply us with them.

We would also be pleased to give you particulars about our terms and conditions of business in another mail.

Our bankers, The Bank of Seattle, will give you any information about our credit standing. We hope to receive your prompt reply.

5 オファー

We examined your terms and conditions of business and came to the conclusion that we have no objections to them.

We are pleased to offer you firm subject to your acceptance reaching us by June 20 as follows:

Model: Digital Watch DW-1000

Quantity: 1,000 sets

Price: US\$100.00 per each CIF Seattle

Shipment: July-August, 2010

Terms: Draft at sight under Irrevocable Letter of Credit

Packing: Each in one Package, 150 Packages in an Export Carton and on an FCL in a 20' container.

We believe this price can compete well with those of other manufacturers. Your trial order will be very much looked forward to.

P.S. The Agreement on General Terms and Conditions of Business signed by us has been dispatched under separate cover.

6 カウンターオファー

We have received your firm offer of June 15 for 1,000 sets of your Digital Watch DW-1000 at US \$ 100,000.00 (1,000 sets; @US \$ 100.00 each) in total.

We regret to say, however, that we are unable to accept your offer at the said price.

Our counter offer to you is as follows:

Model: Digital Watch DW-1000

Quantity: 2,000 sets

Price: US\$90.00 per each CIF Seattle

Shipment: End of July, 2010

We hope you will accept our counter offer.

7 カウンターオファーのカウンターオファー

In reply to your counter offer of June 20, we would like to make a counter offer subject to our final confirmation as follows:

Model: Digital Watch DW-1000

Quantity: 1,500 sets

Price: US\$95.00 per each CIF Seattle

Shipment: Early in August, 2010

Packing: Each in one Package, 150 Packages in an Export Carton and on an FCL in a 20' container.

This is our lowest possible price and we are certain that you will accept it and give us your initial order soon.

頻 度	0%	20%	35%	50%	60%	70%	80%	100%
頻度を表す表現	次の頻度を表す副詞の意味を調べ、頻度はどれに相当するか考えてみよう (usually)(often)(never)(rarely)(sometimes)(quite often)(always)(occasionally)							

8 承諾

We accept your offer of June 23.

In comparison with quotations prevailing in this market, we feel your price is rather high.

We are, however, satisfied with the quality and design of your product and we expect a considerable demand for this class of goods.

We request you to send us your Sales Note to confirm our order.

We will instruct our bankers to open irrevocable letter of credit as soon as

we receive your confirmation.

9 売約書送付通知

We thank you for your acceptance of June 30.

Now, we are pleased to send separately by airmail our Sales Note No.1 to confirm this contract.

We will ship your order early in August.

Please let us know the number of your Letter of Credit as soon as the Credit has been established.

We hope this initial order will lead to further business with you.

10 売約書

Sales Note No.1

This is to confirm our sale to you of the following goods on the terms and conditions stated below:

Description: Digital Watch DW-1000 @US \$ 95.00 each CIF Seattle

Quantity: 1,500 sets

Amount: US \$ 142,500.00

Shipment: Early in August, 2010

Insurance: To be covered on ICC(A) for 10% over the invoice amount

Destination: Seattle Port

Terms: Draft at sight under an Irrevocable Letter of Credit

Packing: Each in one Package, 150 Packages in an Export Carton and on an FCL in a 20' container.

Seller: Japan Co., Ltd.

Shinji Aso

Shinji Aso, Export Manager

11 買約書と信用状開設

Thank you very much for your Sales Note No. 1.

As we have found it correct, we enclose our Purchase Note No.1 of July 16, 2010.

We are pleased to inform you that we have arranged with The Bank of Seattle to open an Irrevocable L/C No.100 in your favor for US \$ 142,500.00 valid until August 20, 2010.

These goods are urgently needed, and therefore we ask you to ship them by the first available vessel.

Please let us know the shipping schedule by e-mail as soon as the goods are ready to ship.

Purchase Note No.1

This is to confirm our purchase from you of the following goods on the terms and conditions stated below:

Description: Digital Watch DW-1000 @US \$ 95.00 each CIF Seattle

Quantity: 1,500 sets

Amount: US \$ 142,500.00

Shipment: Early in August, 2010

Insurance: To be covered on ICC(A) for 10% over the invoice amount

Destination: Seattle Port

Terms: Draft at sight under an Irrevocable Letter of Credit

Packing: Each in one Package, 150 Packages in an Export Carton and on an FCL in a 20' container.

Buyer: Pacific Co., Inc.

James Carter

James Carter, Import Manager

12 信用状受領

We thank you for your letter of July 16 enclosing your Purchase Note No.1.

We have today received your Letter of Credit No. 100 and are now proceeding with shipment in early August.

We will let you know the exact date of shipment and the name of the vessel as soon as they become known to us. Thank you again for your order.

13 船舶の手配と船積情報通知

Information on Shipment

Referring to shipment of your order for our Digital Watch DW-1000, we have already taken the necessary procedures for arranging to ship your order on board the C/S Nihon Maru which is scheduled to sail from Tokyo on August 5.

We will do our best to carry out your shipping instructions.

14 船積遅延通知

We are very sorry to say that owing to the waterfront strike now going on we

will not be able to make shipment of your order by August 5, 2010.

Fortunately, however, there is a prospect that the strike will be over within 10 days.

Therefore, we have re-booked on the first available ship after the strike, whose name is the C/S Sakura Maru sailing from Tokyo on September 10.

We hope that this slight delay will not inconvenience you.

15 信用状変更依頼

Regarding the delay in the shipment of your order, we would like to ask you to extend the shipping date and the validity in your L/C No.100 for thirty days respectively.

After receiving your request on the phone for forwarding your order by air, we have made every effort to execute your order by the stipulated date, but we have finally decided to ship your order by the next available ship as explained in the last e-mail to you.

We would be obliged if you would understand the circumstances and comply with our request for the amendment.

Your prompt reply to this matter will be appreciated.

次の蓋然性を表す副詞の意味を調べ、その確率はどれに相当するか考えてみよう

蓋然性を表す副詞	(maybe)(likely)(possibly)(perhaps)(probably)			
蓋然性	90-80%	70%	50-30%	20%

蓋然性：事が起こる確実性

16 船積通知

Shipping Advice

We are pleased to inform you that your order for 1,500 sets of Digital Watch DW-1000 has been shipped today from Tokyo by the C/S Sakura Maru, which is scheduled to arrive at Seattle Port on or about September 23.

Enclosed are copies of the following shipping documents:

- ・Commercial Invoice No.1 of September 1, 2010
- ・Bill of Lading
- ・Insurance Policy
- ・Packing List

We hope that your goods will reach you in good order and give you full satisfaction.

17 荷為替手形の決済依頼

Please be informed that we have today drawn a draft at sight, on The Bank of Seattle for the invoice amount of US \$ 142,500.00 under the L/C No. 100 through The Japan Bank, Tokyo.

We have also submitted all shipping documents to the bank, as requested in the L/C.

We hope our draft will be duly honored without any trouble.

18 クレーム提起

Your shipment of our order for 1,500 sets of Digital Watch DW-1000 arrived yesterday.

On opening the container we found that 10 sets were severely damaged and are in an unsalable condition.

We are sending the pictures of the damaged goods.

Please survey this matter on your side at once and let us know the result.

19 クレーム処理

We regret to see from your e-mail of September 30 that 10 sets of our shipment arrived in a badly damaged condition.

Tracing our records in order to look into this matter, we have found that our goods were packed with the greatest care, and we can conclude that the damage has been caused by the fact that the sets had been stored or handled carelessly in transit.

In support of this statement we would point out that we hold a copy of the clean B/L.

We have today reported this matter to our insurance company and we will send e-mail you again as soon as we have heard from the insurance company.