注文

10. 商品を売り込む

 Subject: Information on our New Products

 Dear Mr. Maurice,

 I’m Chien-Ming Wang, from Product-Win Ltd. I’m in charge of Sales and marketing department.

 Our company has established a high reputation in production support for more than 20-years.

 I am writing this e-mail to introduce our latest product which can reduce your costs of production of electronic devices.

 For your reference, I attached the product profile.

 I hope we could have a mutual benefit to each other and going into a business relationship from now on.

 Sincerely yours,

 Chien-Ming Wang

11.営業を断る

 Subject: Re: Information on our New Products

 Dear Mr. Wang:

 Thank you so much for kindly sending us your information on your products.

 However, we don’t have so much interest in your products, right now.

 We will contact you, if we become in need of your products.

 Thank you again for your information.

 Yours sincerely,

 Paulo Maurice

12. 資料請求する ①

 Subject: Inquiry for a new supplier

 Dear Sir/Madam,

 We are looking for a new supplier of healthcare products and your company has been recommended to us.

 Please send us a current price list, together with information on delivery days and cost.

 We would be grateful if you could enable us to have some samples.

 Best regards,

 Yoko Nishimura

13. 資料請求に対応する ①

 Subject: Re: Inquiry for a new supplier

 Dear Ms. Nishimura：

 Thank you so much for your inquiry about our products.

 We offer a wide range of products, all made of natural materials. You will find further information on our website.

 Please let me know your postal address and I will send you a copy of our new catalogue and our price list.

 Yours sincerely,

 Paulo Maurice

14. 資料請求する ②

 Subject: Request for information

 Dear Sir or Madam:

 We have seen your advertisement in the Asian Review, and are very much interested in knowing more about your IoT module kit.

 Could you please send us your latest catalogue by e-mail?

 Thank you very much for your attention.

 We look forward to hearing from you soon.

 Sincerely yours,

 Andrew Boys

15. 資料請求に対応する ②

 Subject: Re: Request for information

 Dear Mr. Boys:

 Thank you for your inquiry.

 I hope that the attached information about our catalogue will be of use to you.

 If you have any questions, please do not hesitate to contact me.

 Sincerely yours,

 Chang Hui

16. 資料請求する ③

 Subject: Request for the information on your products

 To whom it may concern:

 We read your advertisement in TIME.

 I would like to have some information on your latest products we saw in the magazine.

 Receiving this information by air mail would be greatly appreciated.

 Best regards,

 John McDonald

17. 資料請求に対応する ③

 Subject: Re: Request for the information on your products

 Dear Mr. McDonald,

 Thank you so much for requesting information on our new products.

 I am pleased to send you the information you requested on November 30th.

 If you have any questions, feel free to ask through e-mail.

 We look forward to being of service to you in the near future.

 Yours sincerely,

 William Baker

18. 見積もりを依頼する ①

 Subject: Request for a quote on your products

 Dear Sir/Madam,

 We visited your website yesterday, and would like to buy some new type screws.

 We would like to know their wholesale price and the minimum order.

 We look forward to hearing from you soon.

 Sincerely,

 Richard Bush

19. 見積もりを伝える

 Subject: Re: Request for a quote on your products

 Dear Mr. Bush:

 Thank you for your inquiry.

 We are pleased to send you our price quote for the T-1000 new type screws.

 We can offer you US$1.25 per piece as a wholesale price, and our minimum order is 100 pieces.

 If you have any questions, please do not hesitate to contact us at k.kojo@nihon.co.jp .

 We look forward to receiving your order.

 Sincerely,

 Kohei Kojo

20. 商品の注文をする ①

 Subject: Placing order of your XY-digital cameras

 Dear Laura,

 We would like to place an order for 50 numbers of your XY-digital cameras from your catalogue.

 Please confirm as soon as possible that these are all in stock.

 Please state your terms and conditions for a delivery within two weeks.

 Would it be possible to dispatch items 1-3 within a week as we need them urgently?

 If there is any extra charge, please let us know.

 Yours faithfully,

 John Silver

21. 注文を受ける ①

 Subject: Re: Placing order of your XY-digital cameras

 Dear Mr. Silver,

 Thank you for your order of 50 numbers of XY-digital cameras.

I can confirm that all the items you order are in stock and that we will deliver the said items within a week (on our confirmation of your payment).

 There will be no extra charge for the above delivery.

 With our best wishes,

 Laura Ashley

22. 商品の注文をする ②

 Subject: Order for your cups

 Dear Ms. Abraham,

 We would like to order as follows:

 -400 pieces flower cup

 -600 pieces art cup

 We haven’t confirmed the payment terms and conditions. Is it possible to pay in installments?

 Please let us know by reply.

 Thank you in advance.

 Hiroshi Yamagata

23. 注文を受ける ②

 Subject: Re: Order for your cups

 Dear Mr. Yamagata,

 Thank you so much for your order dated November 11th, 2015 for 400 pieces flower cup and 600 pieces art cup.

 It is possible for you to pay in installments.

 Your confirmation number is 3-215.

 We will ship them tomorrow.

 Yours sincerely,

 Abraham London

24. 商品の注文をする ③

 Subject: Hal 2000 computer

 Dear Mr. Arai,

 My name is Ms. Hiroko Yamada from DAXA Co., Ltd.

 I am writing this e-mail to place an order for 10-sets of your Hal 2000 computer.

 I would appreciate it if you could send us your estimate for the 10-sets of Hal 2000 together with their shipping costs.

 I look forward to hearing from you soon.

 Sincerely,

 Ms. Hiroko Yamada

25. 代わりの商品を提案する

 Subject: Re: Hal 2000 computer

 Dear Ms. Yamada:

 Thank you for your query for the Hal 2000 computer.

 I’m sorry that our firm no longer manufactures that product.

 However, we offer the series of products that could substitute the Hal 2000.

 We are sure you will be pleased with the new model.

 You can find the information of our new model on our website: http://www.Halcomp.com

 If you need additional information, please do not hesitate to contact us.

 Best regards,

 Shogo Arai

26. 商品の注文をする ④

 Subject: Order for your Security Guard System

 Dear Mr. Weber:

 I am Hannes Schneider from Deutsch Medics Inc..

 I heard your good reputation of your product here in Deutschland.

 I would like to place an order for your Security Guard System.

 Would you kindly send us your latest catalogue together with a price quote?

 I look forward to your early reply.

 Sincerely,

 Hannes Schneider

27. 注文を断る

 Subject: Re:Order for your Security Guard System

 Dear Ms. Schneider:

 Thank you for your inquiry for our Security Guard System.

 Unfortunately, we are unable to offer the service you have requested, since there is a limit to our output capacity at present.

 We appreciate your interest in our products.

 Sincerely yours,

 Max Weber

28. 商品の注文をする ⑤

 Subject: Our order for SAKE

 Dear Ms. Cummings:

 With reference to your quotation dated June 4th, we would like to place our order as follows:

 Stock No. Description Quantity Unit Price Amount

 3322 Yama-hai B 25 ¥1,500 ¥37,500

 4433 Jun-mai A 50 ¥2,000 ¥100,000

 It would be appreciated if you could deliver them by the end of July.

 Please let us know, if you cannot deliver the job by then, at earliest possible.

 Thank you in advance for your prompt handling of this order.

 Sincerely yours,

 Moses Lee

29. 出荷・発送を通知する

 Subject: Your order #1235

 Dear Ms. Kim:

 We shipped your order No.1235 on December 25th, 2015.

 The estimated arrival date in Busan is January 5th, 2016.

 All the shipping documents have been forwarded to your freight forwarder, KM Agent.

 Please let us know when you receive the products/(the goods).

 We appreciate your continued business.

 Yours sincerely,

 Nobuko Sato

30. 受領の通知をする

 Subject: Confirmation of receipt order #1235

 Dear Ms. Sato:

 We received order #1235 on January 5th, 2016.

 Thank you for your prompt delivery as usual.

 It is a pleasure working with you.

 Yours sincerely,

 Kim Samsung

31. 見積もりを依頼する ②

 Subject: Request for quotation

 Dear Balbir:

 Please quote us for your cloud service "AI optimization program".

 For our terms of purchase, please refer to the attached documents.

 If you have any questions, please feel free to contact me at any time. Thank you very much for your cooperation.

 A prompt reply would be appreciated.

 Sincerely yours,

 Rhonda Faragher

32. 値引きを申し出る

 Subject: Re: Request for quotation

 Dear Rhonda:

 In reply to your e-mail of August 2nd, we have pleasure in attaching a detailed quotation for our "AI optimization program".

 We can allow a 20% discount on all orders of $10,000 in value and over, orders exceeding $100,000 are subject to 30% discount.

 Any orders you place with us will be processed promptly.

 Sincerely yours,

 Balbir Singh

33. 商品の注文をする ⑥

 Subject: Our Order for AI optimization program

 Dear Balbir:

 In reply to your e-mail of September 8th, we thank you for providing us with a special discount.

 This allows us to place an order and expect quite good sales.

 We have pleasure in attaching our order No.2056HB.

 If you have any questions, please feel free to contact me at ○@ jp anytime. Thank you for your interest in us.

 Sincerely yours,

 Rhonda Faragher