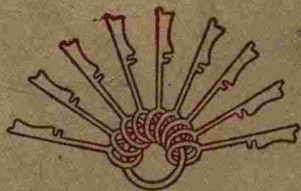


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英文現代商業書札

編者 陳光佩



中華書局編印

MODERN BUSINESS LETTERS

BY

FRANCIS CHEN



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Modern Business Letters

LETTERS BETWEEN EMPLOYERS¹ AND EMPLOYEES²

1. To a Manager Asking for Increase in Salary³

Nov. 28th, 19—.

S. H. Chang, Esq.

Sir,

I have now been in the employ of your company for five years, and my salary has not been increased for over two years. During that time a good deal of additional work⁴ has fallen upon me, and I have always done my best⁵ to deal with it, and to give satisfaction in every way.⁶ My salary is now \$50 a month only \$10 a month more than when I started five years ago, and I am writing to ask if you can now see your way to giving me a substantial⁷ increase.

1. employers 僱主. 2. employes 被僱者. 3. increase in salary 加薪. 4. additional work 另加工作. 5. done my best 努力. 6. to give satisfaction...way 事事求滿意. 7. substantial (sub-stan/sh-al) 巨大的.

I can assure you that such recognition¹ would be very deeply appreciated,² and no efforts should be spared on my part³ to justify the firm's confidence in me.⁴

Yours obediently,
M. B. Bao.

2. From a Clerk, Asking to be Given an Opportunity
of Travelling

April 14th, 19—.

Messrs. Tai and Wang.

Dear Sirs,

I am writing to ask if you will consider my claims⁵ when you are next appointing a traveller.⁶ I have been with you for eleven years, and have an intimate knowledge⁷ of the business and your customers.⁸ You know I am a hard worker and trustworthy,⁹ and I feel sure, if you would give me an opportunity, I could do very well indeed for

1. recognition 承認. 2. appreciated 感激. 3. on my part 在我方面. 4. the firm's confidence in me 公司對我的信任. 5. consider my claims 考慮我的請求. 6. traveller 推銷員. 7. have an intimate knowledge 熟悉. 8. customer 顧客. 9. trustworthy 可信任的.

you on the road. I should much prefer travelling to my present work, and, as I am very eager to improve my position, you could be sure of my doing my best.

I suggest that the firm does not cover very well at present the West of China,¹ especially the North-West.² I think there is a splendid opening for pushing your goods in Szechuen³ and Hupeh⁴ and, if you would give me the chance, I believe I could open a large number of new accounts⁵ for you there.

Yours obediently,

H. N

3. From an Employe, Asking for Promotion⁶

Oct. 14th, 19—.

Messrs. Dao & Co., Ltd.

Dear Sirs,

As I hear that Mr. Song is leaving at the end of the year,⁷ I venture to apply for⁸ the post of

1. the West of China 中國之西部. 2. North-West 西北. 3. Szechuen 四川. 4. Hupeh 湖北. 5. open...accounts 兜得新生意. 6. promotion 陞級. 7. at the end...year 年底. 8. apply for 自薦.

Departmental Manager.¹ I have been in your employ² for fifteen years and six of those were spent in the — Department, where I worked chiefly under Mr. Song and took his place when he was away.

I know the work of the department intimately,³ and feel assured that I could run it efficiently⁴ and cheaply, and in a way that would give you every satisfaction.⁵

Yours obediently,

W. F. Bang.

4. From an Employee, Excusing Absence due to Sickness⁶

May 4th, 19—

Mr. W. F. Su,

Messrs. Pang Son.

Dear Sir,

I am sorry I shall not be able to come to the office for a few days. I wired⁷ you yesterday, and

1. the post of Departmental Manager 分部主任之職. 2. in your employ 被僱, 供職. 3. intimately (in'ti-māt'-li) 密切. 4. efficiently (e-fish'ent-li) 勝任. 5. every satisfaction (săt'is-fak'shun) 樣樣滿意. 6. absence...sickness 因病請假. 7. wired 拍電報.

today the doctor says I have a sharp attack of cough.¹ I enclose certificate.²

Yours faithfully,
S. Ma.

5. From an Employee, Asking for Leave of Absence

Sept. 18th, 19—.

Dear Sir,

Can you give me leave of absence from the office for a week? My brother has died suddenly in Hankow and, as I am sole executor³ under his will, it would be a very great convenience if I could go up and settle his affairs.⁴ There is a great deal to see to,⁵ which can only be done on the spot.

I am sorry to have to ask, and if you cannot spare me⁶ just now I must appoint some one to act in my place,⁷ but there are several reasons why I very much want to go personally.⁸

Yours faithfully,
L. Ling.

1. attack of cough 咳嗽. 2. enclose certificate (ser-tiff-kāt) 附上 (醫生) 之證明書. 3. executor (čk-sěk'ū-tor) 指定執行遺囑之人. 4. settle ... affairs 處理事務. 5. see to 擔任. 6. spare me 省去我. 7. act... place 代理. 8. personally 親自.

6. From an Employe, Asking for Extension of Holiday¹

84 Ain Street, Canton,

August 19th, 19—.

Dear Sir,

Is it possible for you to extend my holiday so that I return to the office on Tuesday instead of Monday? My excursion ticket² is available³ for return on either Friday or Monday. If I may return on Monday, it means that I get three more full days here, and as the change⁴ is doing myself and my family so much good I am venturing to ask for this extension. I shall be very grateful if you can grant⁵ it.

Yours obediently,

V. B. Lang.

7. From an Employe, Asking for Financial Assistance⁶

92 Love Avenue, Shanghai,

March 29th, 19—.

Dear Sir,

My wife has to undergo a very serious operation⁷ which will cost me \$100 and must be done

1. extension of holiday 延長假期. 2. excursion ticket 游覽車票.
 3. available (a-väl'a-bl) 可用的. 4. change 變更. 5. grant 允許.
 6. financial (fi-nan'shal) assistance (as-zis'tans) 經濟上的援助.
 7. operation 手術.

at once. I have had very heavy doctors' bills¹ for the past year and am afraid they will continue through next year, and there will probably be also the expense of keeping my wife at the hospital. These expenses are a very great drain upon my resources,² and as a result I have not the money to pay for the operation. Is it possible for the firm to help me? You know I would not ask if I could help it, and I shall be deeply grateful for any assistance they can give me.

If they would lend me \$80, I would pay it back by a deduction³ of \$5 a week from my salary.

You have always been so kind to me that I know you will forgive my asking, and will help me if you can.

Yours obediently,

Victor Chu.

1. doctors' bill 醫藥費. 2. drain...resources 耗竭我的財源. 3. deduction 扣除.

8. From an Employee, Thanking Employers for Benefit¹

Oct. 18th, 19—.

Messrs. White and Sons.

Dear Sirs,

I thank you very much for increasing my salary by \$10 a month. I appreciate² this mark of your approval very highly, and will make every effort³ to show myself worthy of it.

Yours obediently,

A. L. Ha.

9. From an Employee, Apologizing⁴ to Employers for Misconduct⁵

Nov. 5th, 19—.

Dear Sirs,

I regret very deeply that you should have cause to complain of unpunctuality⁶ and lack of attention on my part.⁷ I ask you to believe I had not realised I had been so slack⁸ and that no effort shall be wanting on my part to see

1. benefit (ben'e-fit) 利益. 2. appreciate (ap-pre'shī-āt) 感激.
 3. make every effort 極力. 4. apologizing (a-pōl'ō-jīzing) 道歉.
 5. misconduct 行爲不正. 6. unpunctuality (un-punk'tu-al-ī-tī) 不守時間.
 7. on my part 在我方面. 8. slack 曠職.

that you have no ground of complaint¹ in the future.

Yours obediently,
T. H. Lu.

10. From an Employe, Giving Formal Notice²

Feb. 1st, 19—.

Dear Sirs,

I have been offered a very good post by a Hankow firm³ as Shanghai representative, and I beg therefore to give you formal notice that I wish to terminate my engagement⁴ with you one month from to-day's date.⁵

Yours faithfully,
T. B. Du.

11. From an Employe, Asking for Reference⁶

Sept. 20, 19—.

Dear Sir,

I want to apply for a post on the Shanghai-Nanking Railway,⁷ which has been advertised,⁸

1. ground of complaint 備責之理由。 2. formal notice 正式通告。
3. a Hankow firm 漢口某洋行。 4. terminate (ter'mī-nāt) engagement 解僱。
5. one month...date 自本日起一月以後。 6. reference (ref'er-enc) 查詢。
7. Shanghai-Nanking Railway 京滬鐵路。 8. advertised (ad'ver-tīzd) 廣告。

and, as I have to send three testimonials with my application,¹ I should be very much obliged if you would give me a letter of recommendation.²

I think you have always been satisfied with my work, and I hope you will say all you can in my favour.³ The post is a very good one and offers exceptional advantages for advancement.⁴

If my application is not successful, I trust you will not think I am dissatisfied with⁵ my position here or wish to leave your employ. I am only applying for this post because it would give me a very much better position and salary⁶

Yours faithfully,

B L. Hang.

12. From an Employer, Engaging⁷ a Clerk

March 30th, 19—.

Mr. T. V. Su.

Dear Sir,

I have now taken up your references,⁸ and, as they are quite satisfactory,⁹ I shall be glad if you

1. testimonials (tes'ti-mō-nī-ālz)...application (ap-plikā'shun) 證明書會同自薦書. 2. recommendation 保薦書. 3. in my favour 有利於我. 4. advantages...advancement 升級之希望. 5. dissatisfied with 不滿意. 6. salary (sāl'a-rī) 薪水. 7. engaging 僱用. 8. references 詢問. 9. satisfactory 滿意.

will start work here on Monday next at 9.30. Please ask for Mr. Mo, who will be expecting you.

As arranged with you at our interview,¹ your salary will be \$100 a month, and the hours of work from 9.30 A. M. to 5.30 P. M. and 1.0 on Saturdays, with a fortnight's² holiday each year. The engagement may be terminated³ by a month's notice⁴ on either side.

Yours faithfully,
pp.⁵ H. Model & Co., Ltd.,
S. S. Su.

13. From an Employer, Dismissing⁶ an Employee

May 1st, 19—.

Dear Mr. Pan.

I am sorry to have to inform you that your services will not be required⁷ by this Company after the end of this month, as the reorganization⁸ of the business necessitates a reduction of the staff.

1. interview 談話. 2. fortnight 二星期. 3. terminated (ter/-mi-nāt/d) 滿期. 4. a month's notice 一月前通告. 5. pp. 爲 per pro curationem 之略, 係拉丁文, 卽代理之意. 6. dismissing 解僱. 7. your services...required 無需君服務. 8. reorganization 改組.

We have no cause of complaint against you¹ and shall be pleased to give you an excellent testimonial² or to answer any inquiries.

Yours faithfully,
pp. H. T. Bao & Sons,
P. Wu (Manager).

14: From an Employer, Asking a Manager to Resign

Oct. 20th, 19—.

Dear Mr. Dai,

I have been giving very careful consideration³ to your department lately, and I have come to the conclusion that some radical change is necessary. The turnover⁴ is steadily decreasing, the work done is unsatisfactory, and the staff⁵ seem very slack and discontented.⁶ It seems to me that you do not take sufficient interest in your work and are not able to get the best out of your staff, and, that being so, I think it is in the best interests of yourself as well as the firm⁷ that

1. no...against you 無不滿意於君之處. 2. testimonial (testi-mō'-ni-al) 證明書. 3. consideration 考慮. 4. turnover 一期之賣出額. 5. staff 職員. 6. slack, and discontented 緩慢和不知足. 7. in best... firm 爲公司及足下利益起見.

I should give you an opportunity of making a change.

The firm are prepared to treat you generously after your long service with them, and give you this opportunity of resigning your appointment before they take any further steps. On your leaving their employment, they would be willing to give you a bonus of \$50 for every year of service with them.

Yours faithfully,
pp. The Art Printing Co., Ltd.,
M. T. Li.
(Managing Director).

15: From an Employer, Repeating an Employee

June 1st, 19—.

Dear Mr. Pao,

I see by the Time Book¹ that you have been late no fewer than² nine times during the last month. This shows a lack of interest in your work which has made me very doubtful about retaining³ you in my employ, but the head of your

1. Time Book 簽到簿. 2. no fewer than 不下. 3. retaining 留任.

department speaks well of you,¹ and therefore this time I merely give you a warning that I cannot allow such conduct to go on. Your hours must be punctually observed. If I have any further cause of complaint in this respect, you will know what to expect.

Yours faithfully,

B. A. Mo.

16: From an Employer, Refusing a Request from an Employee

Feb. 27th, 19—.

Dear Mr. Chang,

I am sorry I am not able to increase your salary² at present. I think you are adequately paid for the work you do. I will however bear your application in mind; and, if you are able to convince me you are worth more, I will see what I can do for you at the end of the year.³

Yours faithfully,

H. L. Sun.

1. speak well of you 說你好, 稱讚你. 2. increase...salary 加薪
3. at...year 年底.

17. Taking up a Reference¹

Sept. 4th, 19—.

Dear Sirs,

Mr. J. L. Ku, of —, tells me he was employed by you for four years as a ledger clerk.² He has applied to me for similar employment, and I should be very much obliged if you would let me know if you found him competent and trustworthy,³ and also the reason for his leaving your employ. Needless to say, your letter will be treated as strictly confidential⁴, and I hope you will write me frankly.

Yours faithfully,

P L. Hang.

18: Giving Favourable Reference⁵

Sept. 6th, 19—.

Dear Sir,

In reply to your letter of the 4th Sept., making inquiries⁶ about Mr. J. L. Ku, I may say that

1. reference 詢問. 2. ledger clerk 帳務員. 3. competent and trustworthy 勝任可靠. 4. strictly confidential 嚴守秘密. 5. favourable (fā/vór/a-bl) reference 美評. 6. inquiries 詢問.

I am sure you will find him satisfactory¹ as a ledger clerk in every way. He was a careful and conscientious² worker, and I have nothing against his character. The reason he left our employ was that our ledgers are now kept at our head office³ in Shanghai and Mr. Ku did not wish to leave Nanking.

Yours faithfully,

V. S. Chu.

15 Giving Qualified⁴ Reference

Sept. 5th, 19—.

Dear Sir,

In reply to your letter of the 4th, making inquiries about Mr. J. L. Ku, I may say that I always found him a competent⁵ ledger clerk. He thoroughly understands his work and is quick and accurate. The reason I dismissed⁶ him is he has lately given way to intemperance.⁷ However,

1. satisfactory 滿意. 2. conscientious 本良心的. 3. head office 總公司. 4. qualified 有限制的. 5. competent 有才幹的. 6. dismissed 解僱. 7. intemperance (in-tēm'perans) 不節制.

losing this post has been a severe lesson to him, and I think, if you are able to keep a firm hand over him,¹ you might not be troubled with this failing. Otherwise he is of excellent character.²

Yours faithfully,

V. S. Liu.

20. Refusing Reference

Sept. 5th, 19—.

Dear Sir,

In reply to your letter of the 4th, making inquiries about Mr. J. L. Ku, I am sorry I am not able to recommend him,³ and I told Mr. Ku so when he left us. In the circumstances⁴ I prefer to say nothing more.

Yours faithfully,

V. S. Pan.

1. keep...him 監督他. 2. excellent character (kar'ak-ter) 品行
優極. 3. recommend 保舉. 4. circumstances 情形.

21. From a Firm,¹ Announcing a Call by its Traveller.²

Jan. 4th, 19—.

Dear Sirs,

Our Mr. H. Hu will have the pleasure of calling upon³ you about the 10th, when we hope to be favoured with your orders.⁴

Yours faithfully,

pp. Sincere Co.,

T. M. P.

22. From a Commercial Traveller, Announcing a Call

Grand Hotel, Tientsin,

Feb. 24th, 19—.

Dear Sirs,

I shall be in Hankow⁵ next week, and hope to call upon you about the 28th. I shall have stock rooms⁶ at the Royal Hotel, and as I have a wide range of all our new season's novelties,⁷ I hope you will take an opportunity of inspecting⁸

1. firm 公司. 2. traveller 推銷員. 3. calling upon 拜謁. 4. favoured...order 惠顧定貨. 5. Hankow 漢口. 6. stock room 貨樣室. 7. wide range...novelties 各種新貨. 8. inspecting 參觀.

them. I trust business has been booming¹ lately and that you have a large order waiting for me.

Yours faithfully,
H. Chang.

23. From a Commercial Traveller, Enclosing Orders

Yangtse Hotel, Tientsin,
Nov. 4th, 19—.

Dear Sirs,

I enclose herewith weekly report of business done in this town, with order sheets, and statement of accounts² collected.

On Monday I shall be at the Nanking Hotel, Nanking, and on Sunday at the Model Hotel, Shanghai.

Business is pretty brisk³ in the old lines, but I find considerable difficulty in booking orders⁴ for the more expensive goods.⁵ Traders seem afraid to take risks⁶ in view of the unsettled state of the labour world.

Yours faithfully,
H. Wang.

1. booming 興盛. 2. statement of accounts 清單. 3. brisk 興隆.
4. booking orders 寫定單. 5. expensive goods 貴的貨物. 6. take risks

24. From a Commercial Traveller, Making Suggestions
for Increasing Business

Western Hotel, Shanghai,

Dec. 1st, 19—.

Dear Sirs,

I enclose weekly report of business done, with order sheets.¹ On Monday I shall be at the Bridge Hotel, Nanking, for the week.

Business has not been good here, and several of our old customers² complained that we do not keep our stock sufficiently up-to-date.³ Mr. Wu, of —, whom I have known for many years, showed me a wallet⁴ which Messrs. — & — are putting out⁵ at \$10 a dozen. It looked a very superior⁶ article to ours at \$15. I enclose one for your inspection.

I find everywhere the demand is for smart, up-to-date novelties. The price should be reasonable, but that does not matter so much if there is only some new idea in the goods.

Yours faithfully,
H. Wang.

1. order sheets 定貨單. 2. customers 主顧. 3. up-to-date 時式的.
4. wallet 行囊. 5. putting out 發行. 6. superior (sū-pē'ri-or) 較優.

25. From a Commercial Traveller, Suggesting Special Terms

Avou Hotel, Canton,

March 14th, 19—

Dear Sirs,

I have had a long interview¹ with Mr. Kung the buyer for Messrs. Lang, of this city. They do a large export trade,² and he is very much interested in our cheaper leather lines.³ I think a very large order can be booked⁴ here, but there will have to be special terms.⁵ He has asked me what we could do in the way of extra discount⁶ on an order for 500 gross⁷ of the lines priced⁸ from \$10 to \$15 a dozen. I have promised to let him know to-morrow, so will you please wire me on receiving this what is the best offer you can make? The order is worth over \$30,000 and I think a special discount of $7\frac{1}{2}\%$ in addition to trade and cash discounts⁹ would secure it. The goods would all be exported and would not

1. interview 談話. 2. export trade 出口業. 3. leather lines 皮貨.
4. booked 約定, 定貨. 5. special terms 特別條件; 指折扣. 6. discount 折扣. 7. gross 一羅, 十二打 (一百四十四個). 8. priced 定價. 9. trade and cash discounts 批發及現買折扣.

compete with traders in this country. Needless to say, I should not suggest extra discount if I could book the order on our usual terms, but I can see that it is impossible. Also, if these lines sell well, there is every reason to expect further large orders, possibly on better terms.

Yours faithfully,
H. Wang.

**26. To a Commercial Traveller, Complaining¹ of
Business Done**

Dec. 4th, 19—.

Dear Mr. Wang,

I should be glad to have some explanation from you as to why your orders are showing such a marked decrease.² This is a very serious matter for us, and, unless you can hold out some definite hope of very great improvement, I shall have to consider what steps³ it is necessary for us to take in the matter. We have had no complaints⁴ of the quality of our stocks, and cannot see any

1. complaining 出怨言. 2. marked decrease 顯著的減少. 3. steps 步驟. 4. complaints 不滿意.

reason why business should be bad. Please write me fully about the causes to which you attribute it.¹

Yours faithfully,
T. M. Pao.

27. Reply

Model Hotel, Hankow,
Dec. 7th, 19—.

Dear Mr. Pao,

I am sorry you should have cause to complain of a decrease in my orders.² It has been worrying me very much, and I assure you it is not through any want of trying on my part. I have done all I can to keep my turnover³ up to its usual level, and to increase it, if possible, but traders simply will not buy. I think if you examine my sheets you will find I have booked as many orders as usual but they are much smaller.

As to the causes, I think it is that, owing to the prolonged strike⁴ last year, traders are very short of money⁵, and, as there is a talk of a renewal

1. attribute it 以爲之故. 2. orders 定貨單. 3. turnover 一期之賣出額 4. prolonged strike 長期罷工. 5. short of money 銀錢短少.

of the trouble,¹ they are afraid to take any risks and will only buy for their immediate requirements.² There is a widespread feeling of nervousness³ about the future. I have received complaints about our stock not being "novel"⁴ enough, and about prices, but one expects these, and they have not been more numerous than usual. There is of course very keen competition,⁵ and Messrs. —, of Nanking in particular⁶ are showing a very attractive range of samples at low prices. There is also a great deal of German stuff⁷ being offered. The quality is poor, but the prices are very tempting⁸ to traders in their present mood.

I think possibly the orders are only postponed and not lost, and, if nothing unsettling⁹ happens, I may take up a lot of the lost ground on my next round.¹⁰ I am going to Tientsin next week, usually a very good centre, and I will write you again fully from there.

Yours faithfully,

H. Wang.

1. renewal of the trouble 罷工又來. 2. immediate requirements
目前之需要. 3. nervousness 神經過敏. 4. novel 新異. 5. competi-
tion 競爭. 6. in particular 尤其. 7. German stuff 德國貨 8. tempting
動人. 9. unsettling 不穩定. 10. next round 下次.

28. Sending Cheque in Settlement of Accounts¹

March 18th, 19—.

Dear Sirs,

We have pleasure in enclosing herewith a cheque² for \$100 in full settlement of your A/c.³ and shall be glad to have your receipt.⁴

Yours faithfully,
pp. Wang & Sons,
HL.

29. Sending Cheque in Part Settlement of A/c

March 18th, 19—.

Dear Sirs,

We have pleasure in sending herewith a cheque for \$200 in part settlement of your A/c. We hope to let you have a cheque for the balance outstanding⁵ next month, and trust this will be satisfactory⁶ to you. Please let us have your acknowledgement.

Yours faithfully,
pp. Lin & Sons,
H. L.

1. settlement of accounts 結清帳目. 2. cheque 支票. 3. a/c = account. 4. receipt 收據. 5. balance outstanding 其餘所欠之款. 6. satisfactory 滿意.

30. Sending Bill in Settlement of A/c

March 18th, 19—.

Dear Sirs,

We regret that we are not able to send you cheque in settlement of your A/c. this month. We have had great difficulty in collecting A/cs due to us¹ and are, in consequence,² rather press for ready money.³ We send you however a bill payable at three months, and beg that you will favour us by accepting this.

Yours faithfully,

pp. Lin & Sons.

H. L.

31. Requesting Acceptance of Bill

March 18th, 19—.

Dear Sirs,

We shall be very much obliged if you will accept the enclosed bill for \$250, payable at three months, and return to us. We are sorry to

1. due to us 欠我們的. 2. in consequence 結果. 3. press money 需款孔急.

trouble you, but find ourselves pressed for ready money just now

Thanking you for your prompt attention,

Yours faithfully,

pp. Liu & Sons.

H. L.

32. Requesting Payment on Account of Work Done

Feb. 14th, 19—.

Dear Sir,

We should be very much obliged if you could let us have a cheque on account of the work we have in hand¹ for you. Work to the value of over \$400 has been completed, and it would be a great convenience² to us if you could let us have a cheque for, say,³ \$250 to meet payments that have now to be made for material.⁴

Yours faithfully,

pp. T. P. Wai & Co.

H. Price.

1. in hand 進行 2. convenience 方便 3. say—for example 譬如.
4. material 材料.

33. Requesting Payment¹ before Delivery of Goods²

Oct. 19th, 19—.

Dear Sir,

The posters³ ordered by you are now ready. We enclose invoice,⁴ and will dispatch immediately on receiving remittance⁵ from you.

Yours faithfully,
pp. Light & Co., Ltd.,
D. S. L.

34. Requesting Payment of A/c

Nov. 9th, 19—.

Dear Sir,

I beg to call your attention to my A/c rendered in July last for \$158.46, which is now considerably overdue.⁶ No doubt the matter has escaped your attention,⁷ and I should be glad to have cheque at your early convenience.⁸

Yours faithfully,
P. S. Song.

1. payment 付款. 2. delivery of goods 交貨. 3. posters 招貼.
4. invoice 發票. 5. remittance 匯款. 6. overdue 過期. 7. escaped
...attention 閣下未曾注意. 8. convenience 方便.

35. Repeating Request for Payment of A/c

Dec. 9th, 19—.

Dear Sir,

I wrote you on the 9th Nov., asking for payment of my A/c for \$750, rendered¹ in July last, but so far have received no reply. I think six months is a very unreasonable credit to expect for work of this kind, and I cannot allow the A/c to stand over any longer.² Please let me have your cheque by return.

Yours faithfully,
H. S. Song.

**36. Requesting Payment of A/c and Threatening
Legal Proceedings³**

Jan. 2nd, 19—.

Dear Sir,

I have already written you twice about A/c for \$84.80 rendered in July last and have received no reply. I am unable to wait any longer, and, if I do not receive cheque in full settlement by

1. rendered 開列賬目. 2. cannot stand any longer 不能再延.
3. legal proceeding 依法起訴.

the end of this week,¹ I shall be compelled to place the A/c in the hands of my solicitors² for collection. I am very loth³ to do this, but, as you do not answer my letters, no other course is open to me. I cannot understand why you are treating me in this discourteous⁴ manner.

Yours faithfully,
H. S. Smith.

37. Asking for Time in Settling A/c

Dec. 11th, 19—.

Dear Sir,

I regret that your A/c should have been so long outstanding.⁵ I have had very heavy expenses to meet lately and at the same time have been unable to collect several large A/cs due to me.⁶ In the circumstances⁷ I should take it as a great favor if you would allow the A/c to stand over for a few weeks longer

Yours faithfully,
Lee Ching.

1. by...week 本星期底以前. 2. solicitors 律師. 3. loth 不願.
4. discourteous (dis-kûr'te-us) 不客氣. 5. outstanding 未了. 6. due to me 欠我. 7. circumstances (sir'kum-stan-ses) 情形.

38. Promising Payment and Deprecating¹ Legal Proceedings

Jan. 4th, 19—.

Dear Sir,

I regret very much that your A/c has not been paid before this, but I hope you will not think it necessary to go to the trouble and expense of legal proceedings. Owing to circumstances into which I need not enter here, I have been pressed for² ready money lately, but the embarrassment³ is only temporary, and I can promise definitely that your A/c shall be settled at the end of this month.

Yours faithfully,
Bei Yang.

39. Complaining⁴ of a Returned Bill of Exchange⁵

July 8th, 19—.

Sir,

I am much surprised and vexed at having returned to me the bill I drew upon you in

1. deprecating (dĕp'rĕ-kāting) 大以爲非. 2. pressed for 困於.
3. embarrassment 窮困. 4. complaining 責備. 5. Returned bill of exchange 退回匯票.

accordance with¹ the terms agreed upon between us. When you found that you were not in a position to meet the bill,² you should have advised me of the fact, so as to enable me to make some arrangement. Your not having done this has put me to the greatest inconvenience,³ and I must inform you that unless you make arrangements to meet the bill within ten days I shall be compelled to take the usual steps.⁴

Yours faithfully,

N. Woo.

40: Disputing an A/c

July 8th, 19—.

Dear Sir,

We have received your statement for May, but are returning it, as it does not agree with our books.⁵

You have charged us \$15 a doz. for silk stockings on three dates. Your quotation (Ref.-LM/8421) was \$14 a dozen.

1. in accordance with 依照. 2. meet the bill 付款. 3. inconvenience 不方便. 4. usual steps 通常步驟. 5. books 賬簿.

On the 10th you have charged 10 dozen fur gloves. We only ordered and received 6 dozen.

The item for woollen vests¹ appears to be charged to us in error. We have no trace of them.²

We shall be obliged if you will look into these matters and let us have a corrected statement in due course.³

Yours faithfully,
pp. L. Sing Ling.
B. H. W.

41. Acknowledge Receipt of Cheque

June 14th, 19—.

Dear Sir,

We have pleasure in acknowledging⁴ the receipt of cheque for \$— in settlement of⁵ your A/c to May 31st last, and enclose receipt.

Assuring you always of our best attention,
We remain,

Yours faithfully,
pp. Tea Chong Co., Ltd.
H. P. S.

1. vests 襯衫. 2. no trace of them 無形跡, 無證據. 3. in due course 相當時期. 4. acknowledging 承認收到. 5. in settlement of 結清.

42. Disallowing Discount¹

May 14, 19—.

Dear Sir,

We have pleasure in acknowledging the receipt of your cheque for \$— in settlement of your A/c to February 27 last, but note that you have deducted $2\frac{1}{2}\%$ as discount. We regret we cannot allow this. Our terms are $3\frac{1}{2}\%$ for prompt cash and $2\frac{1}{2}\%$ on monthly A/cs, and these terms were stated when acknowledging your order and are printed on our invoices.² This A/c is ten weeks old, and therefore is not subject to discount. We shall be obliged if you will let us have a cheque for the balance³(—) when we will send you receipt for the full amount.

Yours faithfully,

pp. C. Chin Lung & Co.

C. T. B.

1. disallowing discount 拒絕折扣. 2. invoices 發票. 3. balance 餘款.

43. Requesting Payment to Reduce Debit¹

May 14, 19—.

Dear Sir,

We thank you for your order for woollen goods (No. 1821) but must point out to you that the debit balance on your A/c is now \$219.18, and exceeds the amount (\$200.—) to which we agreed to go in giving you credit.² We shall therefore be obliged if you will send us cheque to reduce your debt to us, then we shall be happy to give your order our immediate attention.

Yours faithfully,

pp. C. Morgan & Co.,

C. T. B.

44. Requesting Payment to Avoid Bankruptcy³

May 14, 19—

Dear Sir,

I am being very much pressed just now by a large creditor who has suddenly called in a debt I had not expected to be called upon to pay for

1. reduce debit 減少欠款. 2. credit 除欠. 3. bankruptcy (bānk/rūptsī) 破產.

some months. This is causing me much embarrassment,¹ and I shall be in grave difficulties unless I can raise \$5,000. I have orders² in hand for you worth over \$2,000 and, as I know you have always been satisfied with my work and would view my having to file my petition³ with very great regret, I venture to ask you if you could let me have a cheque for \$1,000 or \$2,000 on a/c of that order.

I am very sorry to have to make this request, but I hope you will see your way to obliging me. I shall regard it as a very great favour.

Once this creditor is satisfied, I have no further fear of insolvency,⁴ as trade is good, and my other debts are small.

Yours faithfully,

C. S. Ho.

1. embarrassment (ěm-bār/ās-měnt) 拮据. 2. orders 定貨. 3. petition 請求書. 4. insolvency (in-söl/věn-sī) 破產.

45. Requesting Payment not Due¹

May 21, 19—.

Dear Sirs,

We find that your A/c with us, due for settlement at the end of this month, is \$2,490.10. As we are rather pressed for ready money² just now, we are willing to allow you a special discount³ of 5% on this for settlement this week. We should be glad to hear by return mail if this proposal⁴ is acceptable to you.

Yours faithfully,

pp. Ta Sheng & Son,

C. T. B.

46. To Wholesalers,⁵ Opening an A/c.⁶

May 21, 19—.

Dear Sirs,

I am shortly opening these premises⁷ as a High Class Provision Stores.⁸ I was for many years

1. not due 未到期. 2. pressed...money 急需現款. 3. discount 折扣. 4. proposal (prō-pō/zāl) 提議. 5. wholesalers 批發商. 6. open a/c 立戶頭. 7. premises 基地, 屋內. 8. provision store 食用店.

with Messrs. San Sing & Co., where I handled your goods, and should like to open an a/c with you.

Will you please send me your complete priced catalogue, and let me know what are the best terms you can offer me as to discounts and credit¹?

I am already known to your Mr. Chang Sing, and, if you wish to make any further inquiries, Mr. Li Ta of Messrs. Ting Fong & Co., and Mr. J. T. Tong, of this town, who already deals with you, know me very well.

Yours faithfully,
J. T. Ma.

47. To Wholesalers, Enclosing Order

May 21, 19--.

Dear Sirs,

I am very much obliged by your letter of the 18 May with enclosures,² and thank you very much for your offer of three months' credit.³

I enclose order, and shall be glad to have delivery⁴ at your earliest convenience.⁵

1. credit 信用. 2. enclosures 附件. 3. three months' credit 三個月期限. 4. delivery 交貨. 5. convenience 方便.

I expect to do a high-class trade here, and shall always be glad to see your representative¹ and to hear from you in reference to² any new lines or special offers you have to make.

Yours faithfully,
J. T. Ma.

48. To Wholesalers, Asking for Special Quotation

Dear Sirs,

I shall be obliged if you will let me know what is the lowest price you can quote³ me for good quality Hangchow tea⁴ for a regular order of 1,000 boxes per month.

Yours faithfully,
J. T. Cheng.

49. To Wholesalers,⁵ Complaining of Delay in Delivery

Dear Sirs,

I must protest most strongly against the delay in delivering my order (No. Y842) placed with you on April 20th. I have phoned and wired⁶ you,

1. representative 代表. 2. in reference to 關於. 3. quote 開價.
4. Hangchow tea 杭州茶. 5. wholesalers 批發商. 6. wired 拍電報.

but, although I have had plenty of promises, I am still without the goods. It is causing me the very greatest inconvenience,¹ and I am losing trade through it every day. I must really ask you to let me have these goods immediately, or return my order. I cannot understand why you treat an old customer in this way.²

Yours faithfully,

J. T. Zung.

50. To Wholesalers, Notifying Damaged³ Goods

Dear Sirs,

The six bales⁴ of linen were delivered by the S. N. R.⁵ yesterday to our order (No.P84), but, on opening them, we find that four of the bales have been damaged, apparently before leaving the warehouse,⁶ and are quite unsaleable.⁷ We are returning them to you (per S. N. R.) and shall be

1. inconvenience 不便利. 2. treat an old customer in this way 這樣子對待老主顧. 3. damaged 損壞的. 4. bales 包. 5. S. N. R.= Shanghai-Nanking Railway. 6. warehouse 貨棧. 7. unsaleable 賣不出.

obliged if you will replace¹ them or let us have credit note² for the value.

Yours faithfully,

pp. Hai Chang & Sons,
T. M. Smith.

**51. To Wholesalers, Complaining of
Quality of Goods Received**

Dear Sirs,

We have received the rugs³ (Order No. 1491) but they are not in any way up to the sample⁴ on which we ordered, and we must decline to accept⁵ them at the price invoiced.⁶ We could not dispose of⁷ them in this neighbourhood except at a loss.⁸ We are holding them till we hear from you.⁹ If you care to make a substantial reduction¹⁰ in the price, we will go into the matter again. But, failing this, we must return the rugs.

Yours faithfully,

pp. Wen Ni & Co.,
H. L. S.

1. replace 更換. 2. credit note 逕達某人表示其人帳上應有若干收入之字條. 3. rugs 地毯. 4. sample 樣品. 5. decline to accept 拒收. 6. at the price invoiced 照所開之價. 7. dispose of 賣出. 8. at a loss 蝕本. 9. hear from you 接得來信. 10. substantial reduction 大打折扣.

52. To a Railway Co., Claiming for Damaged Goods

The Superintendent,¹
Goods Station, S. N. R.,²
Shanghai.

Dear Sir,

I received from you yesterday six crates³ of china,⁴ for which I signed as received damaged. I have now examined them carefully, and enclose herewith detailed claim.⁵ The Goods are here awaiting your inspection,⁶ and I shall be glad if your representative⁷ will call at once, as they must be cleared.

Yours faithfully,
Ping Nan.

53: To Customer, Acknowledging Receipt of Order

Dear Sir,

Your esteemed order of June 3 has been duly received and I assure you it shall have my best attention. I hope to despatch the goods on Friday

1. superintendent 監督. 2. S. N. R. = Shanghai-Nanking Railway 京滬鐵路 3. crates 篋, 籃. 4. china 瓷器. 5. detailed claim 詳細之要求賠償. 6. inspection 檢查. 7. representative 代表.

next, and am sure they will give you every satisfaction.

Thanking you very much and trusting to be favoured with your further commands,

I am, Sir,

Yours faithfully,

Tsu Fang.

**54. To Customer, Acknowledging Receipt of Order
and Offering Alternative Goods.**

June 10th, 19—.

Dear Sir,

I thank you very much for your esteemed order of the 8th, but I regret I am not able to supply the dozen half-hose¹ to your pattern.² These are last year's stock,³ and are no longer obtainable.⁴ I enclose however similar articles, which I can supply at \$25 a dozen—slightly higher than the price you quote.⁵ I shall be obliged by your instructions about these, and meanwhile am despatching the rest of your order to-day by Parcels Post,⁶ and trust the goods will

1. half-hose=socks 短襪. 2. pattern 樣子. 3. stock 存貨. 4. are no longer obtainable 買不到. 5. slightly higher than the price you quote 價格較先生所開者稍高. 6. parcels post 包裹郵寄.

reach you in good order, and give you every satisfaction.

Again thanking you, and assuring you always of my best attention,

I remain,

Yours obediently,

Min Dong.

55. To Customer, Refusing Credit.

June 15th, 19—.

Dear Madam,

I thank you very much for your order of the 14th. I enclose invoice¹ and shall be happy to dispatch the goods immediately on receiving remittance² from you. I regret very much that I can only do business on a cash basis,³ but my price gives so small a margin of profit⁴ that it does not allow me to give credit.⁵

Assuring you always of my best attention,

I am, Madam,

Yours obediently,

Li Teh Cheng.

1. invoice 發票. 2. remittance 匯款. 3. do business on a cash basis 現款交易. 4. a margin of profit 餘利. 5. give credit 除帳.

56. To Customer, Asking for Payment

July 13th, 19—.

Dear Sir,

I beg respectfully to call your attention to the enclosed A/c.¹ As I have some very heavy payments² to meet³ this month, I should esteem it a great favour if you would let me have a cheque.⁴

Yours faithfully,

Sun Joe.

57. To Customer, Answering Complaint about Goods

July 14th, 19—.

Dear Madam,

We regret very much⁵ that you should have cause to complain of the goods supplied by us. We are at a loss to understand⁶ this, and shall be very much obliged if you will return them to us, carriage forward.⁷ When we have examined them, we will write you again.

Yours faithfully,

pp. Style Co.

T H. Wang.

1. A/c=account 2 heavy payments 大宗付款 3. meet 付.
4. cheque 支票. 5. regret very much 深為抱歉 6. at a loss to understand 不明白. 7. carriage forward 運費歸前途支付.

58. To Customer, Answering Complaint of Delay

July 19th, 19—.

Dear Madam,

I am sorry I have not been able to dispatch the wall-paper¹ ordered by you on May 2nd. I happen to be out of stock² of this particular line,³ and, although I have been expecting a delivery from the manufacturers daily, it has not yet come to hand.⁴ I hope to be able to despatch any now.

I have in stock⁵ a very similar paper, of which I enclose sample.⁶ If you care to take this instead, I can despatch from stock immediately on hearing from you.

I regret very much that you should have been inconvenienced⁷ by the delay.

Yours faithfully,

Wei Fo.

1. wall-paper 糊壁紙. 2. out of stock 售罄. 3. line 商品.
4. not yet come to hand 尚未收到. 5. have in stock, 存貨. 6. sam-
ple 樣品. 7. inconvenienced 使不便利.

59. To Customer, Answering Complaint of Charges

June 25, 19—.

Dear Sir,

I have received your letter of the 24th inst., and regret very much that you should see fit to describe my charges as outrageous. I think this is an abuse of language.¹ I have gone into the A/c. again and compared the charges with my costs, and I am not able to agree that any item² is overcharged.³ For good work these are fair and reasonable⁴ prices.

In regard to⁵ the three items you query⁶ in particular,⁷ these are all for jobs in which skilled labor was employed, and possibly you are not aware that good upholsterers⁸ get as much as \$3 and \$4 an hour. Ningpo polishing⁹ is also entirely a matter of skilled labour.

1. abuse of language 言語之濫用. 2. item 條目. 3. overcharge: 索價過高. 4. reasonable 公道. 5. in regard to 關於. 6. query 質問.
7. in particular=particularly. 8. upholsterers 家具商. 9. Ningpo polishing 寧波漆.

In the circumstances I am not able to make any reduction¹ and shall be glad to have your cheque in settlement² at your early convenience.

Yours faithfully,

S. P. Zai.

LETTERS DEALING WITH ORDERS,³ QUOTATIONS,⁴ REFERENCES, TRANSPORT,⁵ ETC.

60. Opening a New A/c.

Jan. 25, 19—.

Dear Sir,

We thank you for your letter of the 24th inst., and have pleasure in enclosing our catalogues.⁶ We shall be happy to execute your orders on our usual terms⁷— $2\frac{1}{2}\%$ at one month, or $3\frac{1}{2}\%$ for prompt cash,⁸ and trust this may be the beginning of a long and mutually profitable connection between us.

Our Mr. Sing hopes to call upon you on the 29th and your orders, passed to him or sent to us

1. reduction 折扣. 2. settlement 償清. 3. orders 定貨. 4. quotations 開價. 5. transport 運送. 6. catalogues 目錄. 7. terms 條件. 8. for prompt cash 現付.

direct, will always have our immediate attention. Mr. Sing will also be pleased to discuss with you various suggestions in which we could help you in the way of window display,¹ circularising,² &c. We like to help our customers in every way possible and hope you will not hesitate to write to us whenever we can be of use.

Yours faithfully,

pp. The Universal Produce Co., Ltd.

H. Hsu.

61. Asking for References before Opening a New A/c.

July 4th, 19—.

Dear Sir,

We are obliged by your letter of the 2nd and note you wish to open a credit A/c with us. We shall be very happy to offer the usual facilities;³ but, as this is our first transaction with you,⁴ may we trouble you to send us the customary⁵ references, so as to put the matter in order?

1. display 陳列. 2. circularising 發通告. 3. facilities 便利.
4. first transaction with you 與你初次交易. 5. customary 照例的.

On hearing from you, we will dispatch our full catalogue, and hope to be favoured with your orders.

Yours faithfully,
pp. The London Produce Co., Ltd.
H. Hsu.

62. Making Inquiries about Customer Who Wishes to Open A/c

July 5th, 19—.

Dear Sirs,

Mr.——, of——, has applied to us to open a credit A/c and given us your name. We shall take it as a very great favour if you would tell us, in strict confidence,¹ anything you know of him and his financial standing.² We enclose stamped envelope.³

Yours faithfully,
pp. The London Produce Co., Ltd.
H. Hsu.

1. in strict confidence 嚴守祕密.

2. financial standing 經濟狀況.

3. stamped envelope 貼有郵票之信封.

63. Reply.

(Private and confidential).

July 10th, 19—.

Dear Sirs,

In reply to your letter of the 5th, I may say that I have known Mr.— for many years and have a high opinion of¹ his character, business ability, and integrity.² I do not know what capital³ he has, but he is starting business under very favourable conditions, and I should certainly regard him as⁴ safe for reasonable credit.⁵

Yours faithfully,

P. T. Malcolm.

64. Granting Special Terms to Retailer⁶

July 12th, 19—.

Dear Sir,

We have received your letter of the 10th July and regret to hear that you have not been able to dispose of⁷ our goods so quickly as you anticipated.⁸ Apparently you have made the mistake of

1. have a high opinion of 重視. 2. integrity 誠實. 3. capital 資本. 4. regard as 視爲. 5. credit 信用. 6. retailer 零售商人. 7. dispose of 出賣. 8. anticipated 預期.

overstocking,¹ and, as we have no doubt the goods will sell if properly displayed.² We have decided for this time to grant you special credit. We will allow the April A/c to stand over³ to the end of June and allow the usual discount.

It must be clearly understood however that this is a special concession⁴ to you in the belief that you have made a mistake, and it cannot be repeated. In future we hope you will be able to order⁵ more closely to your requirements, as we do not like our customers⁶ to feel dissatisfied with⁷ our goods.

Yours faithfully,

pp. The London Produce Co., Ltd.

H. Hsu.

65. From Wholesalers,⁸ Answering Complaint of Delay

July 10th, 19—.

Dear Sir,

We regret very much we have not been able to execute your order (No. L 481) as soon as

1. overstocking 進貨過多. 2. displayed 陳列. 3. stand over 延期.
 4. special concession 特許. 5. order 定貨. 6. customer 主顧.
 7. dissatisfied with 不滿意. 8. wholesalers 批發商.

we anticipated. We have had great difficulties in getting our usual supplies from the shippers,¹ but have now been advised that a large shipment² should reach us in two days' time. We have every confidence therefore of being able to dispatch the goods to you before the end of this week.

With sincere regret for the inconvenience caused you,

Yours faithfully,
pp. P. H. Wei & Co.
T. H. White.

66. From Wholesalers, Answering Complaint of Quality.

July 14th, 19—.

Dear Sir,

We have received your letter of the 12th, and are at a loss to understand³ your complaint as to the quality of the linen⁴ supplied to you. This is a line⁵ we have sold constantly for years and have received no complaints from other customers. It is made in our own mills,⁶ and the source of the

1. shippers 運貨人. 2. shipment 船貨. 3. at a loss to understand 不明白. 4. linen 亞麻布, 麻紗. 5. line 一類貨品. 6. mill 紗廠.

raw material¹ has not been changed. We do not think that the quality is inferior to² previous supplies. We are, however, sending our Mr. H. L. Pao to inspect the goods and will write you further when we have received his report.³

Yours faithfully,
pp. L. Linen Producer,
B. M. P.

67. From Wholesalers, Answering Complaint, and Refusing to Accept Returned Goods

Sept. 17th, 19—.

Dear Sir,

We have received your letter of the 15th and have investigated⁴ the complaints you make. We do not think they are justified. The variations in quality⁵ are no more than is usual, and indeed unavoidable, in this class of goods, and the terms of your order have been fully complied with.⁶

1. raw material 原料. 2. inferior to 劣於. 3. report 報告.
4. investigated 調查. 5. variations in quality 品質之不同. 6. complied with 遵守.

We regret the slight delay in delivery,¹ but cannot admit that this justified² your throwing the goods upon our hands.

We must therefore refuse to accept the goods if returned, and shall insist upon³ settlement in full in due course.⁴

Yours faithfully,
pp. K. L. Mo & Son,
P. T. L.

68. To Retailer, Complaining of Underselling⁵ Prices

Sept. 18th, 19—.

Dear Sir,

It has been brought to our notice that you are selling our patent⁶ at \$9.30 each. We would call your attention to the fact that these are supplied on the express condition that they shall not be retailed at less than \$10 and shall be glad to hear from you that you are willing to

1. slight delay in delivery 交貨稍遲。 2. justified 證明為正當。
3. insist upon 主張。 4. in due course 及時。 5. underselling 賤賣。
6. patent 專賣品。

conform to our conditions,¹ or we shall be regretfully compelled to refuse to supply you.

We would like to add that our condition is made solely² in the interests of retailers.³

Yours faithfully,
pp. The Utopia Co., Ltd.,
H. Zia (Manager).

69. Acknowledging Request for Quotation⁴

Sept. 23rd, 19—.

Dear Sir,

We are very much obliged for your letter of the 20th, asking us to quote for —. As we wish to give you the very best price possible, we are going carefully into this and making special inquiries, and will write you fully in the course of a few days.⁵

Yours faithfully,
pp. The Modern Construction Co., Ltd.
T. M. Lai.

1. conform to our conditions 依照我們之條件. 2. solely 完全. 3. in the interests of retailers 爲零售商之利益. 4. quotation 開價. 5. in the course of a few days 在二三日間.

70. Asking for Quotation

Sept. 23rd, 19—.

Dear Sirs,

We shall be glad to have your lowest price for supplying 5,000 booklets¹ similar to the enclosed,² twelve half-tone blocks,³ 4in. by 3in., to be made from sketches⁴ supplied by us. We shall want delivery⁵ certain by October 10th.

Yours faithfully,
pp. H. Ting & Sons,
P. L. S.

71. To a Railway Company, re⁶ Missing Goods

Oct. 14th, 19—

The Goods Manager,
S. N. Railway.

Dear Sir,

Twenty crates⁷ have been invoiced⁸ from Messrs.—& Co., of Shanghai and sixteen only have been delivered. I have taken the matter up with Messrs.—& Co., who inform me they delivered the twenty crates to the S. N. Railway at Soochow

1. booklets 小册子. 2. similar to the enclosed 照附上之式樣.
3. half-tone blocks 照相銅版. 4. sketch 略圖. 5. delivery 交貨.
6. re 關於. 7. crates 大篋. 8. invoiced 開列帳單.

and hold a receipt from the Company, signed H. A. Tung. I shall be glad therefore if you will make inquiries for the missing four crates.

Yours faithfully,

H. W. Lo.

72. To a Railway Co., Asking for Special Rates¹

April 15th, 19—.

The Superintendent,

Goods Station, S. N. Railway.

Dear Sir,

We are tendering for a very large order, which will entail² the carriage³ of from twenty to thirty tons of periodicals⁴ from these works⁵ to Nanking each week. Dispatches⁶ would be made each night, and the goods must be collected from these works each evening about 4 o'clock. As we have to include cost of carriage⁷ in our tender,⁸

1. rates 費, 價格. 2. entail 需. 3. carriage 運送. 4. periodicals 定期出版物. 5. works 廠. 6. dispatches 發送. 7. cost of carriage 運費. 8. tender 投標書.

will you please let us know what is the lowest possible rate you can quote¹ for this?

Yours faithfully,

pp. The Shanghai Printing Co.,
S. P. Tsiang.

73. Advising Shipping Agents of Dispatch of Goods

Nov. 5th, 19—

Dear Sirs,

We have this day dispatched to you per S. N. R.² 20 crates for shipment, per S. S. China,³ to Canton consigned to⁴ A. L. Li & Co., of that port. Please send bills of lading⁵ and statement of shipping charges⁶ to us direct.⁷ We are effecting insurance ourselves.

We append⁸ particulars⁹ of shipment

Yours faithfully,

pp. Young Brothers,
A. Tsu.

1. quote 開價. 2. per S. N. R. 由京滬路寄送. 3. S. S. China 中國號輪船. 4. consigned to 交付. 5. bills of lading 提單. 6. shipping charges 海運費. 7. direct 逕. 8. append 附. 9. particulars 詳細單.

Particulars:—

1 - 5.	5 crates 200 pieces of china. ¹	.	value \$1,000.-
6 -14.	9 crates 320 „ of glassware ²	.	„ \$2,200.-
15-20.	6 crates 100 „ of alabaster ³ figures	„	\$1,000.-

74. Insuring Goods Shipped

Nov. 5th, 19—.

Dear Sirs,

Please let us have an insurance policy⁴ against all risks for \$4, 200.- on 20 crates shipped per S. S. China from Shanghai to Canton, consigned to Messrs. A. L. Liu & Co. We append particulars.

Yours faithfully,
pp. Young Brothers,
A. Tsu.

75. Instructing Bank to Honour Signature

Feb. 18, 19—

The Manager,
—Bank.

Dear Sir,

Please note that from this date all cheques drawn on our A/cs will be signed by two Directors

1. china 瓷器. 2. glassware 玻璃器. 3. alabaster 雪花石膏.
4. insurance policy 保險單.

as heretofore and countersigned¹ by Mr. A. L. Li instead of Mr. B. Hsu. Also all cheques payable to us will be endorsed² by Mr. Li instead of by Mr. Hsu.

Yours faithfully,
pp. The Service Co., Ltd.,
H. Meng (Chairman).

Mr. A. L. Li will sign here.

76. Opening a Second A/c

Feb. 18, 19—.

The Manager,
—Bank.

Dear Sir,

I enclose cheque for \$2,500.— and shall be obliged if you will open a new A/c with this, to be known as the “T. H. Koo, No. 2 A/c.” Please send me pass book³ and book of 50 cheques to order, crossed.

Yours faithfully,
T. H. Koo.

1. countersigned 副署. 2. endorsed 裏書. 3. pass book 存摺.

77. Stopping Payment of Cheque

May 14th, 19—.

The Manager,
—Bank.

Dear Sir,

Will you please stop payment of cheque No. A 04816, drawn by me for \$5,600.— in favour of Messrs. P. Liao & Co.?

Yours faithfully,

T. H. Koo.

78. Paying in Cheque for Third Party

May 14th, 19—.

The Manager,
—Bank.

Dear Sir,

I enclose cheque for \$182.58, which please credit to the A/c of your client, Mr. H. L. Chou, of—.

Yours faithfully,

T. H. Koo.

79. Asking for Overdraft¹

May 21st, 19—.

The Manager,

—Bank.

Dear Sir,

I have several very large orders² in hand, all from firms of good repute,³ and one for over \$3,000.— from the Ministry of Railway. To meet immediate requirements I have to ask you to let me have an overdraft on my A/c up to \$2,000 for six months on the usual terms. I should be obliged if you would let me know at your earliest convenience if you have any objection to this, or wish for any further particulars.

Yours faithfully,

T. M. Liu.

1. overdraft 透支. 2. orders 定貨單. 3. firms of good repute 頗有信譽之公司。

80. Letter of Credit

May 1st, 19—

The——Bank,
Hongkong.

Dear Sirs,

This letter will be presented to you by our Mr. S. S. Chow, and we shall be obliged if you will honour his drafts¹ up to \$10,000 and debit² our A/c.

Yours faithfully,
pp. T. Liu and Sons,
P. L. Mo.

81. Advising Letter of Credit

May 1st, 19—.

The——Bank,
Hongkong.

Dear Sirs,

We have to-day given our Mr. S. S. Chow a letter of credit³ authorising⁴ him to draw upon

1. honour his drafts 收兌匯票. 2. debit 記入借方. 3. letter of credit 商務信用狀. 4. authorising 許可.

you¹ up to \$10,000. Please honour his drafts up to this amount and debit our A/c. We enclose a copy of the letter of credit given to Mr. Chow, and his signature is appended.² We also enclose photograph of Mr. Chow for purposes of identification³ if required.

Yours faithfully,
pp. T. Liu and Sons,
P L. Mo.

82. Instructing a Solicitor to Prepare a Power of Attorney⁴

June 1st, 19—.

Dear Sir,

As I am going abroad next month and expect to be away for a year, I wish to give a general Power of Attorney to Mr. T. S. Zung, of 18 Peking Road, Shanghai, to deal with my affairs. Will you please draw up the necessary document and let me know when it is ready for signature?

Yours faithfully,
M. P. Hsia.

1. to draw upon you 向你們支取. 2. appended 附加. 3. identification 證爲同一. 4. a power of attorney 委任狀.

83: To a Solicitor, Giving Notice to Pay Off Mortgage¹

June 14th, 19—.

Dear Sir,

I shall be obliged if you will inform your clients² that I wish to pay off the mortgage on these premises, and herewith give the required six months' notice.

Yours faithfully,

L. C. Wai.

84: To a Solicitor, Accepting Service of Writ³

June 15th, 19—.

Dear Sir,

I have received your letter of the 14th, informing me that you have been instructed by Messrs. Wang and Co., Ltd., to bring an action⁴ in the High Court to recover⁵ \$450 which they claim to be due to them.

My solicitors are Messrs.——and——, of——, who will accept service on my behalf.

Yours faithfully,

T. L. Keh.

1. mortgage 抵押. 2. clients 當事人. 3. service of writ 送達傳票令狀. 4. bring an action 起訴. 5. recover 收回.

85. Enclosing New Price List

Aug. 19th, 19—.

Sir or Madam,

We beg to call your attention to the enclosed revised Price List. We are happy to announce that, owing to careful buying on a large scale,¹ we have been able to effect a further reduction in many lines,² and we are convinced that no more favourable terms are obtainable. We especially direct your attention to Section V (china and glassware),³ in which we are able to offer many striking novelties⁴ at remarkably low prices.

We hope you will shortly pay us a visit, or, if this is not possible, will avail yourself of our "Shopping by Post" system,⁵ full details⁶ of which will be found in the enclosed Price List.

Your orders shall always receive our best attention.

Yours faithfully,
Wang and Lo.

1. on a large scale 大規模. 2. in many lines 於各類貨品. 3.
china and glassware 磁器與玻璃器. 4. novelties 新奇之物品. 5.
shopping by post system 郵購辦法. 6. full details 詳細情形.

86. On Opening New Premises¹

Aug. 19th, 19—.

Mr. H. L. Poo begs to announce that he is shortly opening new and commodious¹ premises at 44-46 Great Street,——, as a Poulterer's and Fishmonger's. The best quality goods will be supplied at moderate prices,³ and no effort will be spared to give customers⁴ the utmost satisfaction. The building has been fitted up to the most modern hygienic⁵ principles, thus securing perfect cleanliness and freshness.

The premises will be open on June 16th, when Mr. Poo respectfully begs the honour of your patronage.

87. On Extension of Premises

Sept. 2nd, 19—.

Sir or Madam,

I beg to call your attention to the opening of the extension of these Premises at 48 Great

1. premises 房屋, 此處作「公司, 商店」解. 2. commodious 寬大的.
3. at moderate prices 價錢公道. 4. customers. 顧客. 5. hygienic 衛生的.

Street,——, where I am starting a Fruit and Flower Department.

In thanking you for past favours, I venture to hope for the continuance of your patronage¹ and its extension to the new department. Best quality goods will be supplied at moderate prices,² and every effort will be made to give my customers³ complete satisfaction.

Assuring you that your orders shall always have my best attention,

I beg to remain,

Yours respectfully,

H. L. Poo.

88. Announcing Sale⁴

March 1st, 19—.

Dear Madam,

We are writing to inform you that our Spring Sale will open on March 15th, and enclose catalogue showing a few of the great bargains⁵ that will be offered.

1. patronage 光顧, 賜顧. 2. at moderate prices 價格公道. 3. customers 主顧. 4. sale 大減價, 賤賣. 5. the great bargains 便宜貨.

Prices have been reduced in some cases by over 50%, and in all departments exceptional¹ opportunities are offered of obtaining high-class goods at prices far below cost. These are all goods bought for our general stock, and therefore are in every way up to the high standard of quality on which our reputation is based.

We hope you will be able to pay us a visit and make your own selections. If you are unable to do so, however we shall be happy to reserve for you any goods ordered from the enclosed catalogue, to be dispatched on March 15th. Orders by post² cannot be received after that date.

As all prices have been so greatly reduced, we can only sell these goods on a cash basis,³ and remittance in full must accompany orders. We pay carriage⁴ on all orders over \$10.00 in value.

Assuring you always of our best attention, and awaiting your commands,

We are, Madam,

Yours obediently,

Wang & Li.

1. exceptional 特別的, 罕有的. 2. orders by post 郵購. 3. on a cash basis 現付. 4. carriage 運費.

89. Offering Special Goods

Sept. 10th, 19—.

Dear Sirs,

We have received advices¹ of a consignment of dolls from our agents in Soochow. These are very fine models, superior to anything on the market at present, and, as we have secured the entire consignment at exceptional prices, we are able to offer them to our customers at a very attractive figure.

We enclose list, giving sizes and prices. If you would like to avail yourself of this offer, please let us hear from you by return,² as our supply is limited and the models cannot be repeated this year.

The consignment is now at the docks, so that immediate delivery can be made.

Yours faithfully,

Hsia and Co., Ltd.

1. advices 消息. 2. by return 原班帶回.

90. Notifying Change in Partnership

Sept. 15th, 19—.

Messrs. Ning, Pao, and Chu wish to announce that Mr. J. Ning has now retired from partnership, and the firm will in future be known as Pao and Chu.

91. Ditto

Sept. 15th, 19—

Dear Sir,

We beg to notify you that Mr. Ning has now become a partner in this firm, which will in future be known as Pao, Chu and Ning.

Yours faithfully,

L. T. Pao

B. Chu.

92. Taking over¹ Business

Sept. 19th, 19—.

Sir or Madam,

I beg to notify you that, on the retirement of Mr. J. Pan, I have taken over the business

1. taking over 接管.

conducted by him under the style of J. and T. Pan.

I propose to trade under the same title and hope to maintain the firm's high tradition for quality, moderate prices, and prompt and courteous attention.

As I have worked with Mr. Pan for many years, I fully understand your requirements, and beg to assure you that your commands shall always have my best attention.

Yours faithfully,

W. W. Ting.

(Manager for Messrs. J. and T. Pan for 18 years).

93. Notifying Change of Agent

Oct. 1st, 19—.

Dear Sirs,

We beg to notify you that we have appointed Mr. K. L. Nyi of —, our sole representative in Nanking in place of¹ Mr. L. P. Su. Mr. Nyi hopes to have the pleasure of calling upon you shortly,

1. in place of 以代.

and we trust you will favour him with a continuance of your inquiries and orders.

Yours faithfully,
Liang and Kee.

94. Announcing Change of Manager

Oct. 16th, 19—.

Dear Sirs,

We beg to advise you that Mr. H. L. Liang ceased to be our General Manager on the 15th of this month and has no authority to act for us in any respect.

Mr. K. L. May has been appointed to succeed him.

Yours faithfully,
pp. Tsu, Ltd.
H. L. Mo.

95. Notice of Suspension of Payment

Oct. 21st, 19—

Sir,

Owing to heavy losses, we find ourselves unable to carry on our business¹ without grave

1. carry on our business 繼續營業。

risk, and have decided to suspend payment, believing this to be the best course to take in the interests of our creditors.

We have placed our books¹ in the hands of Messrs.— and —, who will prepare a statement of our affairs and convene a meeting of creditors, at which we hope to make proposals that will be found acceptable.

Yours faithfully,

Mo and Li.

93. Form of Cheque to "Bearer"

Nanking, Oct. 8th, 19—.

To the — Bank,

Nanking Road.

Pay to.....or bearer²

One Hundred dollars.

\$100.—

F. Chu

1. books 賬簿. 2. bearer 持票人; 來人.

Form of Cheque to "Order"

Nanking, Oct. 8th, 19—.

To the—— Bank,

Nanking Road.

Pay to.....or order,

One Hundred dollars,

\$100.—

F. Chu.

This form will require, previous to payment, the endorsement¹ of the party to whom it is made payable.

Form of Cheque to "Order" and Crossed

Nanking, Oct. 8th, 19—.

To the—— Bank,

Peking Road.

Pay to Mr T. T. Wai

One Hundred dollars.

\$100.—

F. Chu

This form will require, previous to payment, the endorsement of the party to whom it is made payable.

1. endorsement 背面簽字, 裏書.

97. Form of an Ordinary Bill of Exchange¹

Nanking, Oct. 21st, 19—.

\$100.—

Three Months after date pay to me or my order One Hundred dollars for value received.

To Mr Henry Jones, Liverpool.

F. Chu.

To make this a negotiable document it has to be endorsed on the back by the drawer.²

This admits of the following change, according to circumstances: instead of "three months after date,"³ it may be "at sight,"⁴ or at such a time "after sight,"⁵ or at such a specified time, or "on demand."⁶

98. Form of a Promissory Note⁷

Nanking, Nov. 1st, 19—.

\$100.—

Three months after date, I promise to pay to Mr. I. T. Wai or order, One Hundred dollars for value received.

1. bill of exchange 匯票. 2. drawer 支款人. 3. three months after date 見票三月後付款. 4. at sight 見票即付. 5. after sight 見票之後付款. 6. on demand 見票即付. 7. promissory note 期票.

T. Robinson.

Peking Road.

To make this a negotiable document, it has to be endorsed by being signed across the back by the party to whom it is made payable.

99. Form of a Foreign Bill of Exchange

Hankow, Nov. 1st, 19—.

\$1,000.00

Sixty days after sight of this First of Exchange (Second and Third unpaid) pay to the order of Messrs. T. T. Liu, One Thousand dollars local currency, for value received; and charge to account,¹ with or without advice of

William Smith

To Mr. Chu Fang

Payable in Nanking.

100. Form of Ordinary Receipt

Hankow, Nov., 2nd, 19—.

Received from Mr. Lai Chu Twenty Nine dollars and Ninety cents

\$29.90

C Cuthbert.

1. charge to account 記帳.

Form of Receipt for Rent

Shanghai, Nov. 18th, 19—.

Received of A. Ho Esq., One Hundred Fifty Dollars, being one quarter's¹ rent due on Midsummer Day last, for the premises² occupied by him at No. 14 Bubbling Well Road.

\$150.00

T. Ma.

101: Form of Notice to Quit, from Landlord to Tenant

Madam,

I hereby give you notice to quit and deliver up³ the house and appurtenances,⁴ situated at 17 Nanking Road, Shanghai, which you now hold of me, on 25th of March next.

Dated 13rd of October, 19—.

John Willian Everett (Landlord)⁵

(Signed)

To Miss Porter.

1. quarter 季. 2. premises 房屋. 3. deliver up 讓出. 4. appurtenance 附屬之物. 5. landlord 業主.

Form of Notice to Quit, from Tenant¹ to Landlord

Sir,

I hereby give you notice that on the 25th of March next I shall quit and deliver up possession of the house and premises I now hold of you, situated at 17 Nanking Road, Shanghai

Date this 23rd day of October 19—.

(Witness) M. Pryke.

Susan Porter.

To Mr. Everett.

1. tenant 房客.

THE END



(30)
(9886)
0.40