

108 年 正修國企系 四技 甄選入學 術科考題

術科測驗方式：貿易文件謄打

術科評分方式：計時 15 分鐘，依文件完成度與準確度記分

參考題庫（三題抽一題）

題目 1.

Dear Sir/Madam,

Thank you very much for your letter and catalog. We are glad to learn that you are interested in establishing business relations with us.

For your information, after studying your catalog carefully, we found that “LOVE” brand #L665 and #O443 bicycles are quite suitable for Danish market. We would like to place an order for shipping in May, 2019.

Kindly please check and inform by return if you are able to supply and quote us your rock bottom prices for the items on the basis of CIF Copenhagen with details about packing, color assortments, insurance and terms of payment.

Your immediate and careful attention to this matter would be highly appreciated. We look forward to your favorable reply soon.

Best Regards.

BBB Co., Ltd.

題目 2.

Dear Sir/Madam,

We acknowledge with many thanks the receipt of your letter dated June 15, 2018.

As you requested, we are glad to enclose our latest catalogue along with our quotation on CFR Dubai based on your reference. Our products have been exporting globally for over 20 years, we

have received orders from all over the world every year. Therefore, we believe that your business will be more profitable from selling our valuable products at your end. If you find any items interesting, please don't hesitate to contact us immediately. We assure you our best service at all times.

We are looking forward to establishing business relationship with you in the near future and hoping to hear from you soon.

Sincerely yours,

Sweet Heart Trading Co., Ltd.

題目 3.

Dear Sir/Madam,

In compliance with your esteemed enquiry for lady's gloves, we are pleased to quote as follows:

Payment: Against a prime banker's confirmed, transferable, sight credit in favor of the seller and the L/C must reach seller within 30 days after conclusion of contract.

Shipment: Within 60 days after receipt of L/C, partial shipment allowed.

Insurance: Buyer's care.

Packing: To be packed in water-proof polybags, one pair in a polybags, then 12 pairs packed in a paper box ,then 10 boxes packed in a carton.

Inspection: Inspection certificate of manufacturers will be considered as final, if the buyer desires other inspections, all additional charges shall be borne by the buyer.

Exchange risk: If any, for buyer's account.

Validity: Valid until Dec. 31, 2018, Taipei.

Taipei Trading Co., Ltd.