

第四屆貿易經營師認證考試

「國際貿易英文」測驗試題本

※請先確認您的准考證、答案卷與座位標籤是否一致無誤。
請於作答前詳讀並遵守下列注意事項！

- 作答注意事項 -

考試時間：

- * 測驗時間自 13：00 到 15：00，共 120 分鐘。

題型題數：

- * 共計四大題，總分合計為 100 分。
- * 採雙面印刷，共 4 頁。

注意事項：

- * 應考人須持測驗准考證及貼有照片之身分證件入場應試。未攜帶測驗准考證者，應攜照片乙張先至試務中心申請補發。未攜帶身分證件者，須於測驗完畢後至試務中心辦理身分確認。
- * 限用黑色或藍色原子筆或鋼筆作答，作答請書寫端正整潔以利評分，並請勿在答案卷上作任何與答題無關之註記，違者本科不予計分。
- * 非應試用品尤其是英文電子辭典一律置於教室前後方地板上；行動電話必須關閉電源並去除鬧鈴或去除電池後亦置於教室前後方地板上。電話鈴或鬧鈴響者扣本科五分，電話震動者扣本科二分。
- * 考試開始三十分鐘內不得離場，違者本科不予計分。
- * 本試題不得以任何理由攜帶出場，違者本科不予計分。
- * 本科測驗一經離場，概不得以任何理由再進入試場。不得在試場附近逗留、高聲喧譁或宣讀答案，違者本科不予計分。

祝考試順利

國際貿易英文試題

共四大題，總分計 100 分，務請依序作答。

Question one (25%)

Case 1-You received the following letter from a prospective customer who visited your booth in a trade fair in Taipei last month.

Dear Mr. Huang,

It was a pleasure meeting you and your colleagues in the Taipei International Mechanical Technology & Equipment Exhibition. Thank you also for your quotation #090831-1. It indicates that you require payment to be made by L/C. However, we have been in the business of importing machineries for more than a decade and have always paid our suppliers under D/A 60 days after B/L date. In consideration of the quality of your products and the market potential in our country, we request you to quote the prices for quantities of 10, 25, and 50 sets as well, rather than just 5. Please provide us with another quotation to address the above issues of payment and quantity. We look forward to hearing from you soon. Thank you.

Best regards,

Roger Walters / Purchasing Manager

Walters Company

Questions

- 1-1. Mr. Huang is interested in this potential business relationship. Please reply on his behalf with a counter offer quoting the prices for the quantities he required and meeting the payment request of the buyer halfway. (13%)
- 1-2. Write a letter to a credit agency in the importer's country to enquire about the importer's credit record and financial position. List clearly the information you require. (12%)

Reference Answers

1-1 . Dear Mr. Walters,

Thank you for your letter. We are pleased to know that you are interested in purchasing a larger quantity of our machines. Please also understand that we are under much higher risks with D/A than with L/C. My proposal is that we use D/A once we have established a successful partnership after this first order. For the time being, we would like to compromise and quote

D/P terms. Attached please find our quotation for the quantities you specified. We look forward to hearing from you soon.

Very truly yours,

David Huang / Sales Manager
Da-Ming Company, Taipei

Attachment:

Quotation #090831-2

Payment: D/P

Shipment: between January 1, 2011 and March 31, 2011

Packing: Each item to be packed in a wooden carton

Validity: until December 31, 2010, Taipei time

Item	Description of Products	Quantity	Unit Price	Total Amount
	Machinery #AAA	10sets	US\$12,000.00	US\$115,000.00
		25sets		US\$x,xxx,xxx.xx
		50sets		US\$x,xxx,xxx.xx

Remarks: The machines will be inspected by SGS Taipei before shipment.

1-2 . Dear Sirs,

I am writing to request a formal credit investigation of Walters Company in your country. We have recently planned to enter into a new business relationship with Walters. We therefore need to obtain objective information on Walters' current financial position and past credit records. We shall be very obliged if you can offer us relevant information, including the following:

- 1.Walters' profile, specifying date of establishment, name of responsible officers, and major lines of business, etc.
- 2.Walters' publicly certified financial statements in the past three years
3. reference list of companies which have done business with Walters

Any information you provide us will be kept strictly confidential. Please also provide us with an estimation of relevant expenses and an approximate date for receiving your final investigation report.

Yours faithfully,

David Huang / Sales Manager
Da-Ming Company, Taipei

Question Two (25%)

Case 2 – The first letter below is the offer made by the seller and the second letter is the bargaining letter from the buyer.

First letter

Dear Audrey,

Thank you for visiting our booth at the Cebit Fair in Hanover last month and showing your interest in our multi-functional pen SC-01. In response to your inquiry, we are glad to offer you our best price and terms as specified below:

<u>Model no.</u>	<u>Unit Price</u> FOB Hong Kong
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SC-01	US\$25.00/set
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Minimum order amount: US\$10,000.00 per shipment. Payment: by T/T before shipment.

Shipment: within two weeks after order confirmation and receipt of payment.

Validity: within 20 days or subject to our final confirmation when ordering.

Best regards,

Jim Yen / HK Gift Item Export Co.

Second letter

Dear Jim,

Can you offer a bit further discount for your SC-01 in order to be competitive in the market? Besides, if we request you to put our logo on your products, will you accept the minimum order of US\$5,000.00? We really want to start business with you. Please confirm.

Best regards,

Audrey English/ Bingo Promotional Products Importer, UK

Questions

- 2-1. Write a reply letter to the second letter and tell the buyer that the minimum quantity for using the customer's logo on the products is 600 sets. Likewise, inform the buyer that it is not possible to lower either the unit price or the minimum order amount, as the costs of raw materials are fluctuating now. (8%)
- 2-2. Write a letter to the buyer accepting a minimum US\$5,000.00 order for products without the customer's logo, but insisting on a minimum order of 600 sets for products with his logo. Likewise, urge the buyer to place the order soon to avoid a possible price rise. (7%)
- 2-3. The buyer confirms the order of 200 sets of multi-functional pens SC-01 (without logo) and asks the seller to send him a P/I for arranging T/T payment. Please issue to the buyer the relevant P/I on behalf of the seller and write a covering letter. (10%)

Reference Answers

2-1.

Dear Audrey,

Please kindly be advised that we request a minimum quantity of 600 sets if we are to put your logo on the products. However, we are sorry to inform you that we can not lower our unit price and minimum order amount as requested, since the costs of raw materials are fluctuating now. Our last offer is already our bottom price. We are afraid that we may not be able to keep the price we offer for long, so your speedy confirmation of your order would be greatly appreciated.

Best regards,

Jim Yen

2-2.

Dear Audrey,

In response to your e-mail, we would make the exception of accepting a minimum US\$5,000.00 order to start business with you. However, please note that the products would not have your logo. If you wish us to put your logo on the products, we require a minimum of 600 sets to cover the cost of the printing silk screen. Please kindly confirm your order as soon as possible to avoid a possible price rise.

Best regards,

Jim Yen

2-3.

Dear Audrey,

Thank you for your order of 200 sets of multi-functional pens SC-01. We hereby confirm our acceptance of it. Please find our attached P/I for arranging payment. We will execute the order upon receiving your payment.

Best regards,

Jim Yen

Pro-forma Invoice

To: Bingo Promotional Products Importer, UK

Date: xxxx

Model No.	Description	Quantity	Unit Price	Total Amount
SC-01	Multi-functional Pen (without logo)	200 sets	FOB Hong Kong US\$25.00/set	US\$5,000.00

Say total amount U.S. Dollars Five Thousand Only (FOB Hong Kong)

Payment: by T/T before shipment

Packing: standard export packing (one set in a gift box and 50 boxes in an export carton)

Shipment: within two weeks after order confirmation and receipt of T/T payment to the following bank account: xxx Bank, A/C no. xxxx, A/C name: ABC Gift Item Export Co.

Very truly yours,

HK Gift Item Export Co.

Question Three (25%)

Case 3

ABC Co., Ltd. (the Seller) has been doing business with XYZ, Inc. (the Buyer) on Open Account terms since 2009. The accounts are to be rendered at the end of each month for shipments made in that month and payment to be made on the 15th of the following month. The following are the outstanding invoices:

Invoice No.	P/O No.	ETD Osaka	ETA Aarhus	Amount
ABC-001480	XYZ-10083	Feb. 17, 2010	Mar. 23, 2010	US\$2,725.80
ABC-002302	XYZ-11044	Mar. 24, 2010	Apr. 25, 2010	US\$21,310.00
ABC-002593	XYZ-11091	Apr. 14, 2010	May 15, 2010	US\$14,094.00

Questions

- 3-1. Write a letter on behalf of the seller to remind the buyer to immediately settle the overdue payment and make the other payments on the agreed dates. Also, provide the statement of account for the buyer's reference. (5%)
- 3-2. P/O XYZ-11044 was shipped by M/S Wan Hai 293V. N100 and will arrive in Aarhus 30 days from now. The full set of original documents, originally intended to be sent to the buyer by courier, is still in the seller's hand. Due to volcanic ash, all flights to/from Denmark are currently suspended; therefore, the buyer cannot receive in time the original B/L sent via courier. Write a few sentences on behalf of the buyer, proposing a contingency measure to avoid any delay in cargo release in Denmark. (10%)
- 3-3. The buyer received P/O XYZ-11091 and immediately identified that all of the packaging and labels have been completed using an erroneous logo. While unpacking the inner boxes, the buyer found that 20 cartons of semiconductor components were broken. Write a letter from the buyer, making a claim for the incorrect logo imprint and asking the seller to airship 20 cartons at his expense. (10%)

Reference Answers

3-1.

Dear Sirs,

In order to give your company abundant time to settle the payment, we agree for your accounts to be rendered at the end of each month for shipments made in that month and payment to be made on the 15th of the following month. Now we would like to draw your attention to Invoice Nos. ABC-001480, ABC-002302 and ABC-002593 which have been long overdue.

The following is our statement of account for your reference :

Statement of Account			
<u>Ship Date</u>	<u>Invoice No.</u>	<u>Due Date</u>	<u>Amount</u>
Feb. 17, 2010	ABC-001480	Mar. 15, 2010	US\$2,725.80
Mar. 24, 2010	ABC-002302	Apr. 15, 2010	US\$21,310.00
Apr. 14, 2010	ABC-002593	May 15, 2010	US\$14,094.00

Would you please urge your accounting department to settle the above overdue payments immediately and the other outstanding accounts on the agreed dates?

Your prompt attention to this matter would be highly appreciated.

Best regards,

3-2.

We would like to avoid any delay in cargo release in Denmark and remove the possible incurrence of storage charges. Therefore, we request you to surrender the B/L to the local carrier for telerelease of the cargo at the destination, so that we may clear the customs without delay.

3-3.

Dear Sirs,

We are having a couple of problems on P/O XYZ-11021 which we have recently received.

On checking, we found all of the packaging and labels were with wrong logo imprint and it was surprising to us that after we unpacked the inner boxes 20 cartons of semiconductor components were found to be broken. We are attaching photographs of the incorrect logo and the broken parts for your reference.

It is essential that we deliver this consignment to our customer on time, as this was an initial order from them and would give us an opening in their market. Unless the consignment reaches them

within a week, the order will be cancelled and our customer will obtain the articles elsewhere. I know this may be difficult for both of us, but it is important that we can come to an immediate resolution to rectify the situation.

Please forward your confirmation that 20 cartons of semiconductor components with correct logo imprint will be airshipped at your cost right away.

Best regards,

Question Four (25%)

Case 4 – The buyer issues the following order to the seller:

Purchase Order		Global Marketing SDN BHD		
		P.O. Box 10, 45200 Petaling Jaya, Malaysia		
To: Taiwan Valve Industrial Inc.		P/O Number. <u>GMSB-2688</u>		
No.20, Sec.1, Hsing-Shen N. Rd., Taipei, Taiwan		Date: <u>August 20, 2010</u>		
Item	Description	Quantity	Unit Price	Total Amount
1	Balancing Valve 1"	600 pcs	US\$25/pc	US\$ 15,000.00
2	Balancing Valve 2"	500 pcs	US\$65/pc	<u>US\$ 32,500.00</u>
			Total Amount:	<u>US\$ 47,500.00</u>
Payment : by irrevocable and transferable L/C at sight.				
Delivery: by September 30, 2010 CIF Port Klang				
Penalty: Seller has to pay a delay penalty on the basis of 0.20% of the invoice value for each day delayed.				
Buyer : Global Marketing SDN BHD		Seller :Taiwan Valve Industrial Inc.		
<u>Peter Don</u>		<u>John Lin</u>		

The following clauses are parts of terms stipulated in Buyer’s L/C No. MA10305:

46A:+Full set of clean on board Bill of Lading made out to the order of Bank of Malaysia, blank endorsed, marked freight prepaid and notify Applicant with full address
 +Beneficiary’s Certificate stating that 1 set of non-negotiable documents and 1/3 set of clean B/L have been sent to Applicant by courier within 3 days after shipment

79 : The amendment charge of US\$129.00 must be deducted from Beneficiary's account upon negotiation, and this deduction must be shown on the negotiating bank schedule.

Questions

- 4-1. The buyer misunderstands the price term CIF Port Klang to mean that delivery takes place at Port Klang. Therefore, he is pushing for the shipment to arrive at Port Klang by Sept. 30, 2010. However, under the CIF price term, delivery is to occur at the port of shipment, Keelung. Please write a letter on behalf of the seller to clarify the misunderstanding. (10%)
- 4-2. Find out the contradiction in the above L/C terms. Then, write a letter to ask the buyer to amend the L/C and bear the amendment charge, as it is the Buyer's mistake. (10%)
- 4-3. Issue the Beneficiary's Certificate as per Clause 46A of the above L/C after its amendment. (5%)

Reference Answers

4-1.

Dear Peter,

We are sorry to inform you that it is not possible for the shipment to arrive at Port Klang before September 30, 2010. We would like to clarify that the delivery time "by September 30, 2010," stipulated in your order, is the latest shipping date from Taiwan, not the arriving date. Under the price terms of CIF Port Klang, the place of delivery is the port of shipment, Keelung, according to INCOTERMS 2000. Please note that "Delivery by Sept. 30, 2010 CIF Port Klang" means that the goods are to be shipped from Keelung on Sept. 30, 2010 at the latest.

Best regards,

John Lin

4-2.

Dear Peter,

We received your L/C No. MA10305 and found a contradiction in your 46A—you require a full set of clean on board B/L to be presented to the bank for negotiation. At the same time, you ask for 1/3 set of clean B/L to be sent to Applicant by courier. So, please kindly amend this clause to read: +Beneficiary's Certificate stating that 1 set of non-negotiable documents, including one copy of clean on board B/L, has been sent to Applicant by courier within 3 days after shipment. Since this is your mistake, the amendment charge of US\$129.00 must be borne by you. We suggest you delete the terms of 79. Otherwise, we will send you a debit note for this amendment charge of US\$129.00 after negotiation. Please remit it to us by T/T upon receiving our D/N and confirm the above by return.

Best regards,

John Lin

4-3.

To whom it may concern:

Beneficiary's Certificate

RE: L/C No. MA10305

We certify that 1 set of non-negotiable documents including one copy of clean on board B/L has been sent to Applicant by courier within 3 days after shipment.

Very truly yours,

Taiwan Valve Industrial Inc.