

实训方案

实训项目一：进口付汇核销单

一、实训目标和任务：制进口付汇核销单

二、基本要求

根据下述提供资料，制作进口付汇核销单，要求格式清楚、内容完整。

三、下载模板：见单证模板

四、参考资料

2007年2月16日，长城国际贸易公司(单位代码：13438566-1)从韩国进口空调后，填制编号为00444444的进口付汇核销单，向省外汇局申请付汇核销，付款银行行为中行上海分行。此次付汇金额为17286.00美元，全部以购汇方式支付，属正常付汇

相关资料：印单局代码：110000

合同号：GT2007-01

进口批件号：33333123

预计到货日期：07/04/30

结算方式：即期信用证

付汇日期：07/04/12

实训项目二：出口货物报关

一、实训目标和任务：出口货物的报关

二、基本要求：填写出口货物报关单。

三、下载模板：见单证模板

四、参考资料

1. 根据新的海关报关规定要求，货物的出口报关必须在货物进入装货码头仓库后才能进行。由于山西外贸公司的船期是2008年3月20日，所以2008年3月9日山西外贸公司按天津外运代理公司的要求，将报关委托书、出口货物报关单及上述单据寄到天津委托报关。

2. 山西外贸公司委托天津外运代理有限公司代理报关业务，公司资料如下所列。

山西进出口公司地址：太原市迎泽大街59号

邮编：030012

联系电话：0351-4713004

经办人：郑江

公司十位编码：14314338-5

公司海关代码：1401910039

税务登记号码：140102134773852

3. 报关单预录入编号：JI9110002

4. 出运日期：2008-03-20

5. 此份报关单是给报关行或代理公司委托报关之用，报关单上的海关编码、报关单填制日期可空着不写。

随附单据如下：

销售合同

SALES CONTRACT

卖方 SELLER: SHANXI IMPORT AND EXPORT CORPORATION
NO. 59 YINGZESTREET, TAIYUAN, SHANXI.

编号 NO.: F01LCB05127
日期 DATE: Dec. 26, 2008
地点 TAIYUAN, CHINA
SIGNED IN:

买方 BUYER: ABC GENERAL TRADING CO., LTD
#112 JALAN STREET, TORONTO, CANADA
TEL: (+01)7324554 FAX: (+01)3456854

买卖双方同意以下条款达成交易:

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

1. 商品号 Art No.	2. 品名及规格 Commodity & Specification	3. 数量 Quantity	4. 单价及价格条款 Unit Price & Trade Terms	5. 金额 Amount
46-301A	LADIES COTTON BLAZER. (100% COTTON, 40SX20/140X60)	2550PCS	USD12.80	USD32640.00
Total:			USD12.80	USD32640.00

允许 With 3% 溢短装, 由卖方决定
More or less of shipment allowed at the sellers' option.

6. 总值 Total Value USD THIRTY TWO THOUSAND SIX HUNDRED AND FORTY ONLY.

7. 包装 Packing CARTON

8. 唛头 Shipping Marks FASHION FORCE
F01LCB05127
CTN NO.
MONTREAL
MADE IN CHINA.

9. 装运期及运输方式 Time of Shipment & means of Transportation NOT LATER THAN MAR. 25, 2008 BY VESSEL

10. 装运港及目的地 Port of Loading & Destination FROM: TIANJIN XINGGANG
TO: MONTREAL

11. 保险 FOR 110% CIF INVOICE VALUE COVERING ALL RISKS, INSTITUTE CARGO

销售合同

SALES CONTRACT

卖方 SHANXI IMPORT AND EXPORT CORPORATION. 编号 NO.: F01LCB05127
SELLER: NO.59 YINGZESTREET, TAIYUAN, SHANXI. 日期 DATE: Dec.26, 2008
地点 TAIYUAN, CHINA
SIGNED IN:

买方
BUYER: ABC GENERAL TRADING CO., LTD
#112 JALAN STREET, TORONTO, CANADA
TEL: (+01)7324554 FAX: (+01)3456854

买卖双方同意以下条款达成交易:

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1. 商品号	2. 品名及规格	3. 数量	4. 单价及价格条款	5. 金额
Art No.	Commodity & Specification	Quantity	Unit Price & Trade Terms	Amount
	CIF MONTREAL, CANADA			
46-301A	LADIES COTTON BLAZER. (100% COTTON, 40SX20/140X60)	2550PCS	USD12.80	USD32640.00
	Total:		USD12.80	USD32640.00

允许 溢短装, 由卖方决定
With 3% More or less of shipment allowed at the sellers' option

6. 总值 USD THIRTY TWO THOUSAND SIX HUNDRED AND FORTY ONLY
Total Value

7. 包装 CARTON
Packing

8. 唛头 FASHION FORCE
Shipping F01LCB05127
Marks CTN NO.
MONTREAL
MADE IN CHINA

9. 装运期及运输方式 NOT LATER THAN MAR.25, 2008 BY VESSEL
Time of Shipment & means of Transportation

10. 装运港及目的地 FROM : TIANJIN XINGGANG
Port of Loading & Destination TO : MONTREAL

11. 保险 FOR 110% CIF INVOICE VALUE COVERING ALL RISKS. INSTITUTE CARGO

出口收汇核销单 存根		出口收汇核销单		出口收汇核销单 出口退税专用			
(晋)编号: 327636262	(出口单位盖章)	(晋)编号: 327636262	(出口单位盖章)	(苏)编号: 327636262			
出口单位: 山西进出口公司		出口单位: 山西进出口公司		出口单位: 南京康朝纺织服装有限公司			
单位代码: 1401004261		单位代码: 1401004261		单位代码: 3201004261			
出口币种总价: USD32,640.00		类别		币种金额	日期	盖章	货物名称
收汇方式: LC AT SIGHT		银行 签证 栏					
预计收款日期: 2008.4.12							
报关日期: 2008.3.16							
备注:							
		海关 签证 栏					
		海关签证栏:			报关单编号:		
此单报关有效期截止到		外汇局 签证 栏			外汇局 签证 栏:		
		年 月 日(盖章)			年 月 日		

(海关盖章)

ISSUE OF DOCUMENTARY CREDIT

TO: BANK OF CHINA SHANGHAI, CHINA

IRREVOCABLE DOCUMENTARY CREDIT NO.05-34985

FOR THE ACCOUNT OF ABC GENERAL TRADING CO., LTD.#112 JALAN STREET, TORONTO,
CANADA

DEAR SIRs,

WE OPEN A REVOCABLE DOCUMENTARY CREDIT IN FAVOUR OF GREATWALL TRADING CO.,
LTD.

29TH FLOOR KINGSTAR MANSION,623JINLIN RD., SHANGHAI, CHINA FOR A SUM NOT
EXCEEDING USD 980000.00 (SAY US DOLLARS NINE HUNDRED AND EIGHTY THOUSAND ONLY)
AVAILABLE BY THE BENEFICIARY'S DRAFT(S) AT SIGHT DRAWN ON APPLICANT BEARING THE
CLAUSE "DRAWN UNDER NANYANG COMMERCIAL BANK LTD., HONGKONG. DOCUMENTARY
CREDIT NO. 05-34985 DTAED 1ST MARCH, 2005." ACCOMPANIED BY THE FOLLOWING
DOCUMENTS:

(1) MANUAL SIGNED COMMERCIAL INVOICE IN TRIPLICATE. ALL INVOICES MUST SHOW
FOB SEPARATELY.

(2) 3/3 ORIGINAL + 3NN COPIES CLEAN ON BOARD BILL OF LADING MADE OUT TO ORDER
MARKED FREIGHT COLLECT.

(3) CERTIFICATE OF ORIGIN ISSUED BY GUANGZHOU IMPORT AND EXPORT COMMODITY
INSPECTION BUREAU OF THE PEOPLE'S REPUBLIC OF CHINA IN TRIPLICATE. EVIDENCING
SHIPMENT OF THE FOLLOWING MERCHANDISE:

AIR CONDITIONER (HUALING BRAND), 500PCS KF-23GW AND 500 PCS KF-25GW, PACKING:
IN CARTON BOX, 50 KILOS NET EACH CARTON,1PC/CARTON,@HKD1000.00,FOBC2% DUBAI VIA
HONGKONG, PARTIAL SHIPMENT PERMITTED. TRANSSHIPMENT PERMITTED. LATEST DATE FOR
SHIPMENT: 30TH APRIL, 2005. EXPIRY DATE: 15TH MAY, 2005. IN PLACE OF OPENER FOR
NEGOTIATION.

OTHER TERMS AND CONDITIONS:

BENEFICIARY'S DECLARATION ON THE INVOICE THAT THE PRODUCTION COMPANY IS A
STATEOWNED ENTERPRISE AND AS NO RELATION WITH ISRAEL WHATSOEVER.

SHIPPER MUST SEND ONE COPIES OF SHIPPING DOCUMENTS DIRECT TO BUYER AND
CERTIFICATE TO THIS EFFECT IS REQUIRED.

DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER SHIPPING DATE SHOW ON B/L,
BUT WITHIN THE VALIDITY OF THE L/C.

DISCREPANCY FEE OF USD50.00 WILL BE DEDUCTED FROM THE PROCEEDS OF ANY
DRAWING IF DISCREPANT DOCUMENTS ARE PRESENTED.

SHIPPING MARKS:A.B.C./DUABI/NOSI-1000/MADE IN CHINA

WE HEREBY ENGAGE WITH THE DRAWERS, ENDORSERS AND BONARIDE HOLDERS OF
DRAFT(S) DRAWN UNDER AND COMPLIANCE WITH THE TERMS OF THIS CREDIT THAT SUCH
DRAFT(S) SHALL BE DULLY HONOURED ON DUE PRESENTATION.

YOURS FAITHFULLY

NANYANG COMMERCIAL BANK LTD.,HONGKONG

实训项目三：出口货物许可证

一、实训目标和任务：出口货物许可证

二、基本要求：根据下列要求，填写出口货物许可证。

三、下载模板：见单证模板

四、参考资料

根据信用证有关内容缮制出口许可证一份。有关唛头、件数等内容应与该信用证的要求相符。

单位中文名称：山西进出口公司

单位编码：145762654

出口许可证编码：2007122433

商品中文名称：全棉抹布

商品编码：888.666

信用证资料如下：

NATIONAL PARIS BANK

24 MARSHALL AVE DONCASTER MONTREAL, CANADA WE ISSUE OUR IRREVOCABLE
DOCUMENTARY CREDIT NUMBER:TH2003 IN FAVOUR OF: SHANXI IMPORT AND
EXPORT CORPORATION. NO .59 YINGZESTREET, TAIYUAN, SHANXI. BY ORDER
OF: ABC GENERAL TRADING CO., LTD #112 JALAN STREET, TORONTO, CANADA
TEL: (+01)7324554 FAX: (+01)3456854 FOR AN AMOUNT OF USD 89 705.50
DATE OF EXPIRY: 15NOV07 PLACE: IN BENEFICIARY' S COUNTRY AVAILABLE
WITH ANY BANK BY NEGOTIATION OF BENEFICIARY' S DRAFT DRAWN ON US AT

SIGHT IN MONTREAL THIS CREDIT IS TRANSFERABLE AGAINST DELIVERY OF THE FOLLOWING DOCUMENTS +COMMERCIAL INVOICES IN 5 COPIES +CANADA CUSTOMS INVOICES IN 6 COPIES +FULL SET OF NEGOTIABLE INSURANCE POLICY OR CERTIFICATE BLANK ENDORSED FOR 110 PERCENT OF INVOICE VALUE COVERING ALL RISKS +SPECIFICATION LIST OF WEIGHTS AND MEASURES IN 4 COPIES COVERING SHIPMENT OF COTTON TOWELS AS PER S/C ST303. FOR 1-300 SIZE 10 INCHES * 10 INCHES 16000 DOZ. AT USD 1.31/DOZ. 301-600 SIZE 20 INCHES * 20 INCHES 6000 DOZ. AT USD 2.51/DOZ. AND 601-900 SIZE 30 INCHES * 30 INCHES 11350 DOZ. AT USD 4.73/DOZ. CIF MONTREAL FROM SHANGHAI PORT TO MONTREAL PORT NOT LATER THAN 31, OCT. 07 PARTIAL SHIPMENTS: ALLOWED TRANSHIPMENT: ALLOWED SPECIAL INSTRUCTIONS +ALL CHARGES IF ANY RELATED TO SETTLEMENTS ARE FOR ACCOUNT OF BENEFICIARY +IN CASE OF PRESENTATION OF DOCUMENTS WITH DISCREPANCY (IES) A CHARGE OF USD 55.00 THIS CREDIT IS SUBJECT TO UCP FOR DOCUMENTARY CREDITS 1993 REVISION ICC PUBLICATION 500 AND IS THE OPERATIVE INSTRUMENT

实训项目四：出口收汇核销单填制

一、实训目标和任务：出口收汇核销单填制

二、基本要求：根据信用证要求填写出口收汇核销单

三、模板下载：见单证模板

四、参考资料

出口单位：太原毛织品进出口贸易公司

单位编码：125676898

商品中文名称：全棉抹布

商品总包装数量：367 捆

信用证如下： NATIONAL PARIS BANK

24 MARSHALL AVE DONCASTER MONTREAL, CANADA

WE ISSUE OUR IRREVOCABLE DOCUMENTARY CREDIT NUMBER:TH2003

IN FAVOUR OF: TAIYUAN KNITWEAR AND MANUFACTURED GOODS IMPORT AND
EXPORT TRADE CORPORATION

321, ZHOUGSHAN ROAD SUZHOU, CHINA

BY ORDER OF: YI YANG TRADING CORPORATION

88 MARSHALL AVE

DONCASTER VIC 3108

CANADA

FOR AN AMOUNT OF USD 89 705.50

DATE OF EXPIRY: 15NOV03

PALCE: IN BENEFICIARY' S COUNRTY

AVAILABLE WITH ANY BANK

BY NEGOTIATION OF BENEFICIARY' S DRAFT DRAWN ON US

AT SIGHT IN MONTREAL

THIS CREDIT IS TRANSFERABLE

AGAINST DELIVERY OF THE FOLLOWING DOCUMENTS

+COMMERCIAL INVOICES IN 5 COPIES

+CANADA CUSTOMS INVOICES IN 6 COPIES

+FULL SET OF NEGOTIABLE INSURANCE POLICY OR CERTIFICATE BLANK

ENDORSED FOR 110 PERCENT OF INVOICE VALUE COVERING ALL RESKS

+FULL SET OF ORIGINAL MARINE BILLS OF LADING CLEAN ON BOARD PLUS 2

NON-NEGOTIABLE COPIES MADE OUR OR ENDORSED TO ORDER OF NATIONAL PARIS

BANK 24 MARSHALL VEDONCASTER MONTREAL, CANADA.

+SPECIFICATION LIST OF WEIGHTS AND MEASURES IN 4 COPIES COVERING

SHIPMENT OF COTTON TEATOWELS AS PER S/C ST303.

FOR 1-300 SIZE 10 INCHES * 10 INCHES 16000 DOZ. AT USD 1.31/DOZ. 301-

600 SIZE 20 INCHES 6000 DOZ. AT USD 2.51/DOZ. AND 601-900 SIZE 30

INCHES * 30 INCHES 11350 DOZ. AT USD 4.73/DOZ.

CIF MONTREAL

FROM CHINESE PORT TO MONTREAL PORT

NOT LATER THAN 31, OCT. 03

PARTIAL SHIPMENTS: ALLOWED

TRANSHIPMENT: ALLOWED

SPECIAL INSTRUCTIONS

+ALL CHARGES IF ANY RELATED TO SETTLEMENTS ARE FOR ACCOUNT OF
BENEFICIARY

+IN CASE OF PRESENTATION OF DOCUMENTS WITH DISCREPANCY (IES) A CHARGE
OF USD 55.00

THIS CREDIT IS SUBJECT TO UCP FOR DOCUMENTARY CREDITS 1993 REVISION
ICC PUBLICATION 500 AND IS THE OPERATIVE INSTRUMENT

实训项目五：海运提单

一、实训目标和任务：海运提单

二、基本要求：根据下列要求，填写海运提单。

三、下载模板：见单证模板

四、参考资料

SHANXI IMPORT AND EXPORT CORPORATION 向加拿大 ABC GENERAL TRADING CO., LTD 出口 LADIES LYCRA LONG PANT 共 2400 件，每件 20 美元 CIF 伦敦，纸箱包装，每箱 12 件。箱件尺寸为 50cm×20cm ×30cm，毛重为 10 千克/箱，运输标志（唛头）为：

CBD/LONDON/NOS1-200

该货物于 2007 年 10 月 20 日在天津装 E002 航次“DAFENG”号轮运往门特利尔。

请根据上列条件填制一份“清洁、已装船、空白抬头”的提单，要求通知 ABC GENERAL TRADING CO., LTD，并注明“运费预付”。

实训项目六：制作汇票

一、实训目标和任务：汇票

二、基本要求

根据下述资料，制作一份汇票。

三、下载模板：见单证模板

四、参考资料

COMMODITY 950 CARTONS TROPIC ISLE CANNED MANDARIN ORANGES LS SEGMENTS

6/2.84KG

UNIT PRICE: AT USD11.40 PER CARTON

TRADE TERMS: FOB NINGBO, CHINA CONTAINER NO.0063

SHIPPED BY S.S BEAUTY V23 B/L NO.200318

INVOICE NO. CM0234

信用证如下:

BASIC HEADER F 01 BKCHCNBJA5XX 9828 707783

APPL. HEADER O 700 1917000731 NOSCCATTXXX 3775 931472 000801018 N

+BANK OF NOVE SCOTIA, TORONTO, CANADA

(BANK NO. :8015000) +TORONTO, ONTARIO, CANADA

MT:700-----ISSUE OF A DOCUMENTARY

CREDIT-----

SEQUENCE OF TOTAL 27:1/1

FROM OF DOCUMENTARY CREDIT 40A: LRREVOCABLE TRANSFERABLE

DOCUMENTARY CREDIT NUMBER 20: 101800/146791

DATE OF ISSUE 31C: 000731

DATE AND PLACE OF EXPIRY 31D: 00915CHINA

APPLICANT 50: WESCO FOODS LTD

1191 GREEN LAND STREET,

WELL D. COQUITLAM, B. C. ,

CANADA, V3K 5Z1

BENEFICIARY

59: HUANGHAI CEREALS, OILS AND

FOODSTUFFS IMP. AND EXP. CORP.

NO. 7 HEPING ROAD

QINGDAO, CHINA

CURRENCY CODE, AMOUNT

32B: USD10830.00

MAXIMUM CREDIT AMOUNT

39B: NOT EXCEEDING

AVAILABLE WITH...BY...

41D: ANY BANK BY NEGOTIATION

DRAFTS AT...

42C: DRAFTS AT 75 DAYS AFTER

BILL OF

LADING DATE FOR 100 PERCENT OF INVOICE VALUE

DRAWEE

42D: THE BANK OF NOVASCOTIA, 650

WEST GEORGIA ST., PO BOX 11502,

VANCOUVER, B. C. , CANADA V6B 4P6

PARTIAL SHIPMENT 43P: ALLOWED

TRANSSHIPMENT 43T: ALLOWED

LOADING/DISPATCH; TAKING/FROM: 44A:

SHIPMENT FROM NINGBO, CHINA

FOR TRANSPORTATION TO... 44B:

TO VANCOUVER, B. C. , CANADA

LATEST DATE OF SHIPMENT 44C: 000831

DESCRPT OF GOOD/SERVICES 45A:

EVIDENCING SHIPMENT OF

P. O. NO. 2070

950 CARTONS TROPIC ISLE CANNED MANDARIN ORANGES LS - WHOLE

SEGMENTS 6/2. 84KG AT USD11.40 PER CARTON.

PRESS ON BOARD NINGBO, CHINA.

DOCUMENTARY REQUIRED 46A:

-SIGNED COMMERCIAL INVOICE IN TRIPLICATE.

-CANADA CUSTOMS INVOICE IN QUADRPLICATE FULLY COMPLETED

-CERTIFICATE OF ORIGIN FORM A IN TRIPLICATE

-BENEFICIARY'S LETTER OF GUARANTEE STATING THEY WILL REIMBURSE ALL EXPENSES IN CASE OF REJECTION BY CANADIAN FOOD INSPECTION AGENCY IN TRIPLICATE.

-BENEFICIARY CERTIFICATE IN TRIPLICATE STATING

1. THE SHIPMENT DOES NOT INCLUDE NON-MANUFACTURED WOOD DUNAGE, PALLETS, CRATING OR OTHER PACKING MATERIALS.

2. THE SHIPMENT IS COMPLETELY FREE OF WOOD BARK, VISIBLE PESTS AND SIGNS OF LIVING PESTS.

-FULL SET OF CLEAN ON BOARD OCEAN BILL OF LADING TO THE ORDER OF THE BANK OF NOVA SCOTIA MARKED FREIGHT PREPAID AND NOTIFY WENSCO FOODS LTD., 1191 GREEN LAND STREET, WELLD. COQUITLAM, B.C., CANADA, V3K 5Z1. ADDITIONAL CONDITIONS

47A: INSURANCE COVERED BY APPLICANT. THIS LETTER OF CREDIT IS TRANSFERABLE. IF TRANSFERRED, THE DRAFT MUST BE ACCOMPANIED BY THE BANK EFFECTING THE TRANSFER STATING THE NAME OF THE TRANSFEREE AND THAT THIS CREDIT HAS BEEN TRANSFERRED. THE ADVISING BANK IS THE DESIGNATED TRANSFERRING BANK. THIRD PARTY DOCUMENTS ARE ACCEPTABLE ONLY IF L/C IS TRANSFERRED. AMENDMENT CHARGES (IF ANY) WILL BE FOR THE BENEFICIARY'S ACCOUNT

IF THE CAUSE OF AMENDMENT OCCURRED FROM THE BENEFICIARY'S SIDE. IT IS A CONDITION OF THIS LETTER OF CREDIT THAT PAYMENT WILL BE EFFECTED AT MATURITY BUT ONLY UPON RECEIPT OF WRITTEN NOTIFICATION FROM THE BUYER STATING THAT GOODS HAVE PASSED CANADIAN AUTHORITIES INSPECTION. THE REMITTING BANK/NEGOTIATING BANK MUST INDICATE ON THEIR COVERING LETTER TO SCOTIABANK THAT ALL DOCUMENTS MUST BE DELIVERED TO THE APPLICANT AGAINST TRUST RECEIPT IN ORDER TO OBTAIN CLEARANCE OF MERCHANDISE TO SECURE INSPECTION BY CANADIAN AUTHORITIES.

PAYMENT/ACCEPTANCE OF DRAFTS WILL ONLY BE MADE AFTER RECEIPT OF WRITTEN ADVICE FROM THE APPLICANT STATING THAT THE MERCHANDISE HAS PASSED INSPECTION AND HAS BEEN RELEASED FOR SALE IN CANADA BY THE CANADIAN AUTHORITIES.

IF THE GOODS DO NOT PASS INSPECTION, THEN NOTICE TO THIS EFFECT MUST BE GIVEN IN WRITING BY THE CANADIAN AUTHORITIES WHO MUST PRESENT SAME TO SCOTIABANK. UPON RECEIPT OF THE REJECTION NOTICE, THE NEGOTIATING BANK/REMITTING BANK WILL BE ADVISED ACCORDINGLY AND SCOTIABANK'S LIABILITY WILL BECOME NULL AND VOID.

PLEASE DIRECT ALL ENQUIRES AND FORWARD DOCUMENTS IN ONE LOT (VIR
COURIER) TO THE BANK OF NOVA SCOTIA, VANCOUVER, B. C. , CANADA V6B 4P6.
A DISCREPANCY HANDLING FEE USD 45.00 WILL BE ASSESSED BY THE BANK OF
NOVA SCOTIA ON EACH PRESENTATION OF DOCUMENTS NOT IN STRICT
COMPLIANCE WITH THE TERMS AND CONDITIONS OF CREDIT. THIS FEE IS FOR
THE ACCOUNT OF THE VENEFCIARY ANDEILL BE DEDUCTED FROM THE PROCEEDS
WHEN PAYMENT IS EFFECTING, IN ADDITION TO ANY OUT OF POCKET EXPENSES
INCURRED BY THE BANK OF NOVA SCOTIA IN THIS CONNECTION.

THIS IS THE OPERATIVE INSTRUMENT.

DRAFT(S) MUST INDICATE THE NUMBER AND DATE OF THIS CREDIT.

CHARGES 71B:ISSUING BANK CHARGES ARE FOR THE ACCOUNT OF THE
APPLICANT. ALL OTHER BANK CHARGES INCLUDING REIMBURSEMENT BANK
CHARGES ARE FOR THE BENEFICIARY'S ACCOUNT. PERIOD FOR PRESENTATION
48: DOCUMENTSMUST BE PRESENTED AT PLACE OF E EXPIRATION WITHIN 15
DAYS OF ON BOARD DATE OF OCEAN BILL OF LADING WITHIN THE L/C
VALIDITY. CONFIRMATION INSTRUCTION 49: WITHOUT TRAILER MAC:BAOOE6EA
CHK : 9E5503EE1810 NNNN

实训项目七：建立业务关系

一、实训目标和任务：建立业务关系

二、基本要求

根据下述资料，以出口商身份，给加拿大 ABC 公司写一封与他们建立业务关系的信函，要求用英文书写，表达清楚、内容完整。

三、下载模板：见单证模板

四、参考资料

长城贸易公司(GREATWALL GENERAL CO.,LTD.)成立于2005年，是一家拥有进出口经营权的外贸公司。公司经营范围广泛，与多家供应商有固定的业务往来，信誉良好。同时公司也极为重视新产品开发，05年的新产品DR系列瓷器选用上等瓷土(First-class Porcelain)烧制，包装精美，质量上乘，非常具有竞争力。2005年10月12日公司业务员CHANGCHUN ZHAO从网上看到加拿大ABC公司求购瓷器(chinaware)的信息，想与他们建立业务关系。ABC公司的具体资料如下：

MR. ANDY BURNS ABC GENERALCO., LTD #112 JALAN STREET, TORONTO, CANADA
TEL NO. : (+01)7324554 FAX NO. : (+01) 3456854 E-MAIL:andy@neo.com

实训项目八：签订出口合同

一、实训目标和任务：签订出口合同

二、基本要求

根据下述成交条件签订出口合同要求格式清楚、条款明确、内容完整。合同号：SHDS03027。

三、下载模板：见单证模板

四、参考资料

1. 卖方(Seller):

长城国际贸易有限公司 GREATWALL TRADING CO., LTD. 29TH FLOOR KINGSTAR
MANSION, 623JINLIN RD., SHANGHAI, CHINA TEL: (021)82588666 FAX:
(021)82588999 ZIP CODE: 200002

2. 买方(Buyer): ABC GENERAL TRADING CO., LTD #112 JALAN STREET,
TORONTO, CANADA TEL:(+01)7324554 FAX: (+01)3456854

E-MAIL: andy@neo.com

3. 货号品名规格:

CHINESE CERAMIC DINNERWARE DS1511 30-Piece Dinnerware and Tea Set
542SETS USD23.50/SET DS2201 20-Piece Dinnerware Set 800SETS
USD20.40/SET DS4504 45-Piece Dinnerware Set 443SETS USD23.20/SET
DS5120 95-Piece Dinnerware Set 254SETS USD30.10/SET

4. 唛头: 出货前客户通知。

5. 成交价格条件: CIF5% TORONTO。

6. 包装条件: 纸箱包装。DS2201 每箱装 2 套, DS1151、DS4504、DS5120 每箱
装 1 套, 共 1639 箱。

7. 交货/装运条件: 装运期为 2001 年 4 月, 允许分批装运及转运。

8. 装运港: 上海 目的港: 多伦多

9. 保险条件: 由买方按 CIF 成交金额的 110%投保中国人民保险公司海运货物水
渍险、碰损破碎险和战争险。

10. 付款条件:

11. 不可撤销即期信用证付款。

实训项目九：询盘

一、实训目标和任务：询盘

二、基本要求

根据客户来函，向对方询盘，要求用英文书写，表达清楚、内容完整。

三、下载模板：见单证模板

四、参考资料

假设你是加拿大 ABC 公司 (ABC GENERAL TRADING CO.) 的业务员 ANDY BURNS, 你公司正在大量求购瓷器 (Chinaware)。一位客户从网上了解到你公司的情况并给你公司发来邮件, 希望建立业务关系。请根据该邮件给你的客户回信, 就客户信中提到的 DR 系列中的 DR2010, DR2202, DR2211, DR2300 and DR2401 等型号商品进行询盘并索要样品以供检验评判, 写信时间为 2005 年 10 月 14 日。

客户邮件如下:

GREATWALL?TRADING CO., LTD. 29TH FLOOR KINGSTAR MANSION, 623JINLIN RD., SHANGHAI, CHINATEL: (021)82588666 FAX: (021)82588999 ZIP CODE: 200002 Oct 12, 2005 ABC GENERAL TRADING CO., LTD #112 JALAN STREET, TORONTO, CANADA TEL: (+01)7324554 FAX: (+01)3456854

E-MAIL: andy@neo.com Dear Mr. Andy Burns, From the Internet we have learned that you are in the market for chinaware, which just falls within our business scope. We are now writing you in the hope of entering into business relations with you. As a leading trading company in Shanghai and backed by nearly 20 years of export experience, we have good connections with some reputable ceramics factories and sufficient supplies and on-time delivery are guaranteed. To give you a general idea of our products, we enclose a

complete set of leaflets showing various products being handled by this corporation with detailed specifications and means of packing. Quotations and samples will be sent upon receipt of your specific enquiries. In particular, we could like to inform you that we have a new line that may be most suitable for your requirements--DR series. They are all made of first-class porcelain, decorated with hand-painted patterns, and packed in eye-catching gift cases. Most of articles are available from stock.

We are sure you will find a ready sale for our products in Canada as have other retailers throughout Europe and USA. Please let us know if we may be of further assistance, and we are looking forward to your specific inquiry.

Yours faithfully,

GREATWALL Trading Co., Ltd.

CHANGCHUN Zhao

实训项目十：一般原产地证

一、实训目标和任务：一般原产地证

二、基本要求 :根据下列要求, 填写一般原产地证。

三、下载模板:见单证模板

四、参考资料

根据给定的资料填写一般原产地证。 Credit Number:SK/25067/97 Date of Issue:DEC. 27, 2002 Applicant:ABC GENERAL TRADING CO., LTD #112 JALAN STREET, TORONTO, CANADA TEL: (+01)7324554 FAX: (+01)3456854
Benificiary:GREATWALL TRADING CO., LTD. 29TH FLOOR KINGSTAR MANSION, 623JINLIN RD., SHANGHAI, CHINA TEL: (021)82588666 FAX: (021)82588999 Amount:USD 99 960.00 Covering:4000 DOZEN EMBROIDERED TABLE CLOTH No. B4010-A502 CIFC2 DUBAI USD25.5 PER DOZEN PACKING: 10DOZ/CTN ALL OTHER DETAILS ARE AS PER S/C No.07/2495 Shipping Marks: MAHARAJA/ 264553/ NO.1-400 发票号码: TD-TX-9057 发票日期: JAN. 2, 2007 产地证号码: CZC1/12002/5649 装运港: SHANGHAI 商品编码: 6204.1300 产地证申请时间: JAN. 15, 2007

实训项目十一: 制商业发票

一、实训目标和任务 :制商业发票

二、基本要求

根据合同、信用证及下述提供资料，制作商业发票，要求格式清楚、内容完整。

三、下载模板 :见单证模板

四、参考资料

2007年8月12日，南京蓝星贸易公司填制编号为2007DKT009的商业发票。信用证内容如下：

BASIC HEADER F 01 BKCHCNBJA5XX 9109 069905 APPL. HERDER 0 700

1332990223 SMITJPJSAXXX 4956 850438 9902231232 N

+SUMITOMO BANK LTD OSAKA JAPAN

(BANK NO: 2632001)+OSAKA, JAPAN USER HEADER

BANK. PRIORITY 113:

MSG USER REF. 108: G/FO-

7752807 MT: 700-----ISSUE OF A DOCUMENTARY

CREDIT----- SEQUENCE OF TOTAL

27: 1/1 FORM OF DOCUMENTARY CREDIT 40A: IRREVOCABLE

DOCUMENTARY CREDIT NUMBER 20: G/FO-7752807 DATE OF ISSUE

31C:990223 DATE AND PLACE OF EXPIRY 31D:990610QINGDAO

CHINA APPLICANT 50: TOSHU

CORPORATION OSALM

12-36, KYUTARO-MACHI 4-

CHOME CHUO-KU, OSAKA 561-

8177 JAPAN BENEFICIARY 59: DONGYUE

KNITWEARS AND

HOMETEXTILES IMPORT AND

EXPORT CORPORATION 197

ZHONGHUA ROAD, QINGDAO,

CHINA CURRENCY CODE , AMOUNT

32B: USD201780, 00

AVAILABLE WITH...BY...

41D: ANY BANK BY NEGOTIATION

DRAFTS AT...

42C: AT SIGHT DRAWEE

42D: THE SUMITOMO BANK, LTD.

OSAKA PARTIAL SHIPMENT

43P: ALLOWED

TRANSSHIPMENT

43T: PROHIBITED

LOADING/DISPATCH/TAKING/FORM:

44A: XINGANG FOR TRANSPORTATION

TO...

44B: YOKOHAMA LATEST DATE OF SHIPMENT

44C: 990531 DESCRIPT OF GOODS/SERVICES

45A: CIF YOKOHAMA

MAN' S

SHIRTS (CONTRACT

NO. 99JA7031KL)

ST/NO. Q' TY

UNIT PRICE

71-800 67200PCS

USD1. 43/PC

71-801 48000PCS

USD1. 46PC/PC

71-802

27600PCS USD1. 29/PC DOCUMENTS REQUIRED

46A:

+COMMERCIAL INVOICE IN

QUINTUPLICATE

+FULL SET

LESS ONE ORIGINAL

CLEAN ON

BOARD OCEAN BILL OF LADING MARKED FREIGHT PREPAID MADE OUT TO ORDER

OF THE SHIPPER BLANK ENDORSED NOTIFY APPLICANT +PACKING LIST IN 3

COPIES +G. S. P. CERTIFICATE OF ORIGIN FORM A IN 3 COPIES +INSURANCE

POLICE OR CERTIFICATE IN DUPLICATE ENDORSED IN BLANK WITH CLAIM

PAYABLE IN JAPAN IN THE CURRENCY OF
THE DRAFT COVERING 110 PERCENT OF INVOICE VALUE INCLUDING INSTITUTE WAR
CLAUSES INSTRUCTURE CARGO CLAUSES (ALL RISKS) INSTITUTE S. R. C. C. CLAUSES
+BENEFICIARY' SCERTIFICATE STATING THAT ONE SET OF ORIGINAL SHIPPING
DOCUMENTS INCLUDING CERTIFICATE OF ORIGIN FORM A HAS BEEN SENT
DIRECTLY TO THE APPLICANT (ATTN. OSALM SECTON) WITHIN 2 DAYS AFTER
SHIPMENT BY AIR COURIER. ADDITIONAL CONDITIONS: 47 A: THIS CREDIT IS
SUBJECT IS SUBJECT TO UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY
CREDITS (1993 REVISION) I. C. C. PUBLICATION NO. 500. T. T. . REIMBURSEMENT;
UNACCEPTABLE X) THE GOODS SHOULD BE CONTAINERIZED. X) A COPY OF CABLE
ADVISING SHIPPING DETAILS FAX TO THE ACCOUNTEE WITHIN 2 DAYS AFTER
SHIPMENT. X) CLEAN ON BOARD COMBINED TRANSPORT B/L OF ITOCHU EXPRESS
CO., LTD IS ACCEPTABLE. CHARGES 71B: ALL
BANKING CHARGES AND COMMISSIONS
INCLUDING REIMBURSEMENT COMM.
OUTSIDE JAPAN ARE FOR A/C OF BENEFICIARY PERIOD FOR PRESENTATIONS:
48: DOCUMENTS TO BE PRESENTED WITHIN
10 DAYS AFTER THE DATE OF SHIPMENT
BUT WITHIN THE VALIDITY OF THE CREDIT. CONFIRMATION INSTRUCTION:
49: WITHOUT INSTRUCTION TO BANK :78: TO NEGOTIATING BANK: ALL
SHIPPING DOCUMENTS TO BE SENT DIRECT TO THE OPENING OFFICE BY
REGISTERED AIRMAIL IN ONE LOT. UPON RECEIPT OF THE DRAFTS AND
DOCUMENTS IN ORDER, WE WILL REMIT THE PROCEEDS TO YOUR ACCOUNT WITH
THE BANK DESIGNATED BY YOU. TRAILER MAC: 51EF556F CHK:
D3A3A848E00C NNNN

制单参考资料:

1. CIF YOKOHAMA

2. SHIPPED BY S. S. HONG V26 ON MAY 28TH, 1999

3. B/L NO. 9905358

4. INVOICE NO. JYS698

实训项目十二：制装箱单

一、实训目标和任务 :制装箱单

二、基本要求 :根据信用证和补充资料缮制有关单据

三、下载模板 :见单证模板

四、参考资料

G. W. : 0.5KG/PCS N. W. : 0.4KG/PCS MEAS: 0.5CBM/CARTON PACKED IN 100

CARTONS S/C NO. :TT1234 INVOICE NO. :TY999 INVOICE DATE: MAY 6 2007

VESSEL:DONGFANG VOY.888

信用证如下:

UENCE OF TOTAL * 27 1 / 1
 M OF DOC. CREDIT * 40 A IRREVOCABLE
 . CREDIT NUMBER * 20 40280223
 E OF ISSUE 31 C 20070504
 IRY * 31 D DATE 20070720 PLACE CHINA
 LICANT * 50 ABC GENERAL TRADING CO., LTD
 #112 JALAN STREET, TORONTO, KOREA
 TEL: (+01)7324554 FAX: (+01)3456854
 EFICIARY * 59 GREATWALL TRADING CO., LTD.
 29TH FLOOR KINGSTAR MANSION, 623JINLIN RD., SHANGHAI, CHINA
 TEL: (021)82588666 FAX: (021)82588999
 UNT * 32 B CURRENCY USD AMOUNT 13608.00
 ILABLE WITH/BY * 41 D ANY BANK IN CHINA,
 BY NEGOTIATION
 FTS AT... 42 C AT SIGHT
 WEE 42 A PUSEKR2PXXX
 *PUSAN BANK
 *PUSAN
 TIAL SHIPMTS 43 P NOT ALLOWED
 NSSHIPMENT 43 I NOT ALLOWED
 DING IN CHARGE 44 A SHANGHAI PORT, CHINA
 TRANSPORT TO... 44 B PUSAN PORT, KOREA
 EST SHIPMENT 44 C 20070710
 DS DESCRIPT. 45 A
 ORIGIN CHINA CIF PUSAN PORT
 DOUBLE OPEN AND SPANER
 SAME AS THE SAMPLE9 5600PCS AT USD2.43 USD13608.00
 S REQUIRED 46 A
 +SIGNED COMMERCIAL INVOICE IN 3 COPIES
 +PACKING LIST IN 3 COPIES
 +INSURANCE POLICY OR CERTIFICATE IN DUPLICATE ENDORSED IN BLANK
 FOR 110 PERCENT OF THE INVOICE VALUE.
 INSURANCE POLICES OR CERTIFICATES MUST EXPRESSLY STIPULATE
 THAT CLAIMS ARE PAYABLE IN THE CURRENCY OF THE DRAFT AND MUST
 ALSO INSURANCE MUST INCLUDE:INSTITUTE CARGO CLAUSE ALL RISK
 ADDITIONAL COND * 47A THIS IS THE OPERATIVE INSTRUMENT SUBJECT TO THE UCP500(1993
 REVISION). THE AMOUNT OF EACH DRAFT MUST BE ENDORSED ON THE
 REVERSE OF THIS ADVICE BY NEGOTIATING BANK.
 A DISCREPANCY FEE OF USD 50.00 AND CABLE CHARGE USD 50.00 (OR
 EQUIVALENT) WILL BE DEDUCTED FROM THE PROCEEDS IF DOCUMENTS ARE
 PRESENTED WITH DISCREPANCIES FOR PAYMENTS/ REIMBURSEMENT IS
 SUBJECT TO ICCURR525
 AILS OF CHARGES 71 B ALL BANKING CHARGES, INCLUDING
 REIMBURSING BANK' S CHARGE.
 OUTSIDE KOREA ARE FOR ACCOUNT OF BENEFICIARY
 SENTATION 48 DOCUMENTS MUST BE PRESENTED FOR NEGOTIATION WITHIN 15 DAYS.

实训项目十三：发盘

一、实训目标和任务：学习英文撰写发盘的规范

二、基本要求

根据客户来函和报价资料，向对方发盘，要求用英文书写，表达清楚、内容完整。

三、下载模板：见单证模板

四、参考资料

假设你是长城国际贸易公司(GREATWALL TRADING CO., LTD.)的业务员changchun Zhao，加拿大ABC公司(ABC GENERAL TRADING CO.)给你公司发来邮件，向你询盘。请根据该询盘资料向你的客户发盘，写信时间为2007年10月22日。具体的报价材料如下：

Commodity	Article Number	FOBC5 Shanghai per set	CFRC5 Toronto per set	CIFC5 Toronto per set
20-Piece Dinnerware Set	DR2010	USD17.69	USD20.12	USD20.34
47-Piece Dinnerware Set	DR2202	USD19.81	USD24.63	USD25.01
95-Piece Dinnerware Set	DR2211	USD23.09	USD30.85	USD31.26
15-Piece Tea Set	DR2300	USD12.30	USD15.61	USD15.83
35-Piece Dinnerware and Tea Set	DR2401	USD21.35	USD25.12	USD25.58

实训项目十四：保险单

一、实训目的：通过实践，使学生掌握投保的基本操作程序，学会填制投保单和保险单，了解保险单的制作。

二、实训要求

- 1) 分析信用证中有关保险单的条款；
- 2) 学会准确计算保险金额；
- 3) 注意索赔地点、货币的准确填写；
- 4) 保险单的签发日期不能迟于海运提单日期；
- 5) 完成制作后，要审单。

三、实训案例：请根据材料分析：

1. 合同 No. 09013, CIF 价定购的 10 套 Chem0904 化学实验设备.

所定购货物除投保一切险之外, 请贵公司与 PICC 代我方加保破碎险, 附加险费由我方承担. 希望贵方允诺, 并将货物预期抵港时间通告我方。

2. 8 月 12 日函悉, 有关保险事宜通告如下;

若无买方明示, 我方通常投保水渍险和战争险。若贵方欲保一切险, 我方亦可办理, 险费要高, 一切额外险费须由买方负担。按惯例, 按发票金额 110% 投保。如果贵方要更改保险内容, 敬请迅速通知我方。

3. 我方为保险单 No. PA0905-87 持有人。4 月 12 日由 COSCO 集团“长春”轮运抵科威特的 500 箱厨房用具投保水渍险。运输途中, 船只遇险, 货物受损。因此, 我方持保单要求就损失要求赔偿。请速回复, 告知我方必须出具的证明材料以得到赔偿。

4. 我们仅仅读过一些 PICC 的一些服务项目, 却从未与 PICC 有过任何业务关系。希望贵方能够介绍一些诸如海运保险地域(海域)范围, 保险费率, 赔偿程序等情况。目前南中国海一带海难事故频发, 本地区诸多公司对 PICC 服务业务十分关切。

5. 按照 CIF 价格执行惯例，我方一般对出口家具与 PICC 投保水渍险。考虑到货物的特殊性质和数量，我方建议贵方加投火险，保险费由贵方承担。PICC 保险费率合理，我方原意代贵方办理一切手续。

6. 收到贵方索赔信函，很遗憾我方不能理赔。尽管货物损坏已经超过免赔率，但货物已经投保破碎险，责任应该由保险公司承担，请与 PICC 驻贵港代理处练习索赔事宜。

7. 很遗憾获悉货物抵港时有三分之一货箱破损，内装货物渗漏。不过，分析表明，损坏是在目的港迪拜卸货时发生的，因此，责任明显与我方无关。同时，也不在我方投保（水渍险）范围之内。请与有关方面联系索赔事宜。

8. 感谢贵方来函，接受 PICC 相关保险费率，我方已经代为投保一切险和战争险。订单 X90043 项下 200 箱货物将从青岛港于 2 月 18 日起航运往釜山。保险单随函附寄。

9. 货物于 11 月 10 日由“Briwick”轮运抵威海港，经查货物基本霉变，检验发现货物包装没有损坏，证明系货物本身品质低劣所致。经过保险公司检查结果相同，因为货物损坏非海运引起，而货物只投保了水渍险，所以保险公司不能负责赔偿。随函附记检验证明，按照合同规定进行必要赔偿。

10. 很遗憾获悉货物抵港时霉变，我们将认真研究检验证明材料。同时我们将对保留样品进行进一步检查，以查出原因。如系货物品质问题，我们将按照合同规定进行赔偿，敬请放心。

11. 索赔信函悉。十分遗憾共有 220 台电视机损坏。证据证明损坏系我方包装不善所致。我们建议第二批货物发运时增加 220 台同等型号电视机，时间间隔仅 40 天时间。对于耽搁贵方客户需求我们表示歉意。

12. 12 月 15 日运抵旧金山的 40 箱 XZ90012 型机床配件抵港时检查发现第

12、13、14、30 和 31 一共 5 箱货物并非我们所需货物。请认真查阅我们随函附

寄的检验报告。我们希望贵公司立即重新检查合同和上次发货相关单据，将遗漏的5箱零件迅速通过空运发出，因为我方急需，海运耽搁时间太长。错发的5箱货物如何处理敬请来函明示。

13. 12月20日函收讫。十分遗憾有5箱货物误发。经检查应该发运的5箱货物仍在库房，错误系发货人员疏忽所致。我们将按照贵方要求空运这5箱货物，一旦舱位定妥，将立即通知贵方。再次为给你们带来的麻烦表示歉意。14. 来函收讫，索赔要求歉难受理。货物抵港时间延误系洛杉矶码头工人罢工所致，如果该批货物投保了SRCC险，保险公司会给予必要的赔偿。

15. 来函收讫，首批货物1000箱番茄将竟然遭到如此损坏，我方深表遗憾。请贵方注意，合同规定如果因为某种原因要求索赔，索赔应该在货物抵港后30天内提出。这批货物于9月1日抵达马赛港，而贵方提出索赔时间是10月20日。我们有一切理由拒绝你方索赔要求。考虑到货物变质我方有一定责任，我们愿意承担20%的损失费用，这笔费用将从下批货款中抵消。

写信练习部分：

16. 一家德国进口公司就收到误发货物致函出口人，内容如下：

- ① 相关单据收讫，货物由“桂林”轮运抵汉堡港。
- ② 检查发现第8号货箱装阀门型号与合同规定不符。
- ③ 迅速查明原因，将所需货物随下批货物运抵汉堡。
- ④ 如何处置错发货物。

17. 一家中国进口商致函一家澳大利亚出口商，内容如下：

- ① XX合同项下5万吨铁矿砂运抵上海。
- ② 抽样检查表明矿砂铁含量仅为16%，远远低于合同规定标准。
- ③ 到岸检查矿砂样本另寄给贵方检验。

④ 请将检验结果通告我方。

18. 中国一家纺织厂致函法国 NSC 机械制造公司，内容如下：

① 全套机械设备已经在 NSC 公司技术人员指导下安装完毕。

② 试车过程中发现 B 系统运转不正常，NSC 技术人员检查结果表明系 B 系统未达到设计标准。

③ 派人到中国商榷解决办法。

19. 一个大学实验室致函一家美国仪器制造公司，内容如下：

① 全部光学仪器已经安装完毕并投入试用。

② 试用结果表明，有 3 套设备因为制造工艺不好而不能正常使用，检验结果证明，这些仪器不能修复。

③ 我们要求换货，并赔偿因此造成的相应损失。

④ 迅速回复。

20. 一家英国进口商致函中国出口商，内容如下：

① 订单 XX 项下童装已经运利物浦港。

② 经检验，服装有害染料残存量超过欧盟规定标准，检验报告随函附寄。

③ 货物不能上市销售，要求按照合同规定给予赔偿。

21. 中国童装出口商致函英国进口商，内容如下：

① 来函收讫。

② 产品生产完全按照买方要求标准进行的。

③ 因时间差，我方出口产品不能受欧盟最新染料残存标准制约。

④ 索赔要求不合理，不予受理。

22. 一家荷兰进口人致函中国出口商，就货物品质问题提出索赔，具体内容如下：

- ① 个同 XX 项下 1000 箱共 2500 公斤蘑菇干已经运抵鹿特，，，丹。
- ② 检查发现，1/3 货物已经严重虫蚀。系蘑菇干装袋前虫卵并未高温杀死所致。
- ③ 因货物给食品卫生带来威胁，已经被扣港口，不能通关。
- ④ 货物全部退回，按照合同赔偿，
- ⑤ 取消下批订货。

23. 一家孟加拉过进口商致函中国浙江一家小商品出口人，内容如下：

- ① 全部小五金产品已经运抵达卡港。
- ② 产品投入市场后发现，门锁性能不好，退货达到 30%。
- ③ 全部门锁价格是 5 万美元，随函寄去赔偿清单。
- ④ 原定订货取消，5 月份义乌订货会另行确定下批订货事宜。

24. 一家进口公司致函一家加拿大化肥出口商，内容如下：

- ① 40 吨尿素已经运抵青岛。
- ② 检验发现货物短重 3.5 吨，超过合同溢短装规定。
- ③ 随函附寄商检报告，按照合同规定赔偿。

25. 一家进口商致函一家美国出口商，内容如下：

- ① 进口工业洗涤用品运抵大连
- ② 检查发现货物不符合合同规定标准，使用后造成污染超过标准。
- ③ 全部退回货物，按照合同规定赔偿，赔偿要求明细随函附寄。

26. 一所埃及学校致函中国一家出版社，内容如下：

- ① 200 册汉语教材收讫。
- ② 使用时发现到货教材使用的繁体字，并非简体字，与样本不符。
- ③ 要求换货。更换教材于 9 月 1 日前运抵亚历山大港。

27. 该中国出版社回复埃及学校，内容如下：

- ① 教材版本错误，表示歉意。
- ② 教材如数退回，费用中方承担。
- ③ 开罗孔子学院现有剩余相同教材，请联系购买事宜。

28. 中方出口人致函英国进口人，催促通知船期，详细内容包括：

- ① 生意是 FOB 价格条款做成的。
- ② 买方按照合同规定自行租船定舱，船期已经超过预定时间 4 月 15 日。
- ③ 如果一周内仍得不到船期信息，将向买方要求支付仓储费用和进一步赔偿。

29. 一家意大利连锁经销公司致函一家中国工艺品公司，主要内容包括：

- 1 订单 XX 项下地毯运抵热那亚港。
- 2 外包装边缘破损，致使里面地毯玷污。
- 3 严重影响地毯售价，要求赔偿发票金额的 30%。
- ④ 随函附记检验证明材料。

30. 中国出口商致函马耳他一家进口商，信函内容包括：

- ① 索赔函收讫。
- ② 货物未能如约抵达瓦莱塔，原因是途径印度洋时遭遇台风所致，属不可抗力。
- ③ 我方已经将有关气象证明材料寄给你方。

④ 索赔不能受理。