

**1. tétel**

**Olvassa el az alábbi levelet, majd válaszoljon a kérdésekre!**

1. Mi történt a szállítmánnyal?
2. Mi fog történni a következő szállítás alkalmával?
3. Mi a szállító cég neve és hol a székhelye?

**B.R.BLACK & CO. LTD.**

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WESTERN MANUFACTURING CO. LTD.  
20-22 Hunt Street  
London EC3 2BE

15 June 2004

Dear Mr Peacock

**BX2234**

We are writing to you to point out that the above delivery, which arrived yesterday, was a week late. We made it clear to you that prompt delivery on your side is essential if we want to maintain satisfactory stock levels and fulfil our production schedules.

This is the second time we have had to write to you on this subject and we cannot possibly allow this situation to continue. We are sorry to have to tell you that unless we have an absolute assurance that you can guarantee promptness of all future deliveries, we will have to look for another supplier.

We hope to hear from you very soon.

Yours sincerely

S. Gilbert

## 2. feladat

**Olvassa el a levelet, majd válaszoljon az alábbi kérdésekre!**

1. Mit tartalmaz a szállítmány?
2. Milyen dokumentumokat kell elküldeni a szállítmánnyal,
3. Hová kell szállítani?

*Dear Mr Addison,*

**Consignment of  
textile machinery parts**

*Could you please pick up a consignment of 34 (thirty-four) cases of textile machinery parts and make the necessary arrangements for them to be shipped to Machinex Ltd., 23 South Street, Sydney AB34, Australia?*

*Please handle all shipping formalities and insurance, and send us six copies of the bill of lading, five copies of the commercial invoice, the insurance certificate and the certificate of origin in duplicate.*

*We will advise our customers of shipment ourselves.*

*We would appreciate it if you could treat the matter as urgent. Please send your charges to us in the usual way.*

*Yours sincerely,*

### 3. feladat

**Olvassa el az alábbi levelet, majd válaszoljon a kérdésekre!**

1. Lehetséges-e árengedményt elérni? Ha igen, miért? Ha nem, miért?
2. Milyen esetben lehetséges a 4%-os árengedmény?
3. Mikor történik a szállítás?

*Dear Sirs/Madam,*

*Thank you for your letter of 2nd April, and have pleasure in submitting the enclosed quotation.*

*Unfortunately, we regret that we cannot allow a discount of 6% as requested. Manufacturing costs and freight charges have risen considerably in recent months.*

*However, we would be pleased to offer you a special discount of 4% for the first order, as well as our usual 3% discount if payment can be made within one month from date of invoice.*

*Delivery is guaranteed within three weeks of receiving your order.*

*We hope that these terms will meet with your approval, and that we will receive confirmation of your order in the very near future.*

*We look forward to the pleasure of serving you.*

*Yours faithfully*

#### 4. feladat

**Olvassa el az alábbi levelet, majd válaszoljon a kérdésekre!**

1. Milyen típusú és minőségű áruk iránt növekszik a kereslet?
2. Mit vár el a megrendelő a szállítótól?
3. Mit kér a megrendelő?

*Dear Sir/Madam,*

*We were impressed by the selection of shoes that were displayed on your stand at The Budapest International Fair.*

*There is a steady demand in Hungary for high-quality goods of this type. Sales are high and a good price can be obtained for fashionable designs.*

*We are a large chain of retailers and are looking for firms who could supply us with a wide range of high quality goods.*

*As we usually place orders, we would expect a quantity discount in addition to a 10% trade discount off the net list price, and our terms of payment are normally sixty-day bill of exchange, documents against acceptance.*

*If these conditions are acceptable to you, please send us your latest catalogue and price-list. We hope to hear from you soon.*

*Yours faithfully,*

**5. feladat**

**Tanulmányozza az alábbi dokumentumot, majd válaszoljon a kérdésekre!**

1. Milyen dokumentumról van szó és ki a kibocsátó?
2. Sorolja fel, milyen mellékleteket tartalmaz a dokumentum!
3. Milyen áru szállításáról van szó, és mi a szállítási határidő?

Opening advice of a documentary credit:

  
**SIB**  
**SINGAPORE INDUSTRIAL**  
**BANK**

Lieu d'émission et date  
Ort und Datum der Ausstellung  
Place and date of issue

Singapore, 10th May 19..

<b>Crédit documentaire Irrévocable</b> <b>Unwiderrufliches Dokumentar-Akkreditiv</b> <b>Irrevocable documentary credit</b>	<b>L/C No</b> de la banque émettrice/ der eröffnenden Bank/of issuing bank 666'666	<b>L/C No</b> de la banque notificatrice/ der avisierenden Bank/of advising bank
Banque notificatrice/Avisierende Bank/Advising bank Commercial Bank of Denmark High Street 20 2781 Alberg	Bénéficiaire/Begünstigter/Beneficiary Tutorg Electronics Ltd., P.O. Box 862 2781 Alberg	
Montant/Summe/Amount max. \$ 32.000.-	valable jusqu'à/valid until/gültig bis 15th August 19.. chez/en/with/in Alberg at sight	
<input type="checkbox"/> Notre préavis dû: Unsere Voranzeige vom: Our preadvice dated:  <input type="checkbox"/> Confirmation de notre câble/télex dû: Bestätigung unseres Kabels/PS vom: Confirmation of our cable/telex dated:	Nous émettons en votre faveur ce crédit documentaire qui est utilisable contre remise des documents suivants: Wir eröffnen hiermit dieses Dokumentar-Akkreditiv zu Ihren Gunsten, benutzbar gegen Einreichung folgender Dokumente: We hereby issue in your favor this documentary credit which is available against presentation of the following documents:	
Donneur d'ordre/Auftraggeber/Applicant Crystal Publishing Co., P.O. Box 1300 Singapore/ Malaysia		

1. Signed commercial invoice in triplicate
2. Full set of marine bill of lading, issued to order, blank endorsed, notify: Crystal Publishing Co., P.O. Box 1300, Singapore and marked "freight prepaid"
3. Certificate of origin in duplicate, evidencing Danish Origin and legalized by the Chamber of Commerce.
4. Work certificate
5. Weight list

concernant/deckung covering 1 complete Ventura desk-top publisher unit as per order No. 5001 of 6th May 19..  
C + F Singapore  
Latest shipment 31st July 19..

Expédition, Embarkement/Versand, Verschiffung/Despatch, Shipment du/von/for <b>Hamburg</b>	Expédition partielle/Teilverladungen/ Partial shipments <b>Singapore</b>	Transbordements/Limitationen/ Transshipments <b>prohibited</b>	<b>prohibited</b>
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Conditions spéciales/Besondere Bedingungen/Special conditions  
 The advising bank is requested to add its confirmation to this credit. Payment to be effected to the debit of our account with Commercial Bank of Denmark, Alberg

Nous garantissons que le paiement sera dûment effectué contre les documents présentés en conformité avec les termes de ce crédit.  
 Wir verpflichten uns hiermit, dass Zahlung geleistet wird gegen Einreichung von Dokumenten in Übereinstimmung mit den Bedingungen in dieses Akkreditiv.  
 We hereby engage that payment will be duly made against documents presented in conformity with the terms of this credit.

Indications de la banque notificatrice/Mitteilungen der avisierenden Bank/  
Advising bank's notification

*Tio Paul*

Lieu, date, nom et signature de la banque notificatrice  
Ort, Datum, Name und Unterschrift der avisierenden Bank