Commercial Letters- SHIPPING AND RATES (expedition et tarifs)

Letter 1

Rate next know from quote

Dear Sirs,

Please quote us your freight rate for a shipment from London to Valetta, and let us know when you will be sailing to Malta during the next 3 months. **Veuillez nous faire un devis pour un envoi de Londres à Valetta, et faites nous savoir à quelle date sont les départs pour Malte dans les 3 prochains mois.**

Yours faithfully

Letter 2

the consignment forward latest terms an order by

Dear Sirs,

We are about to make an order for a customer in Beirut for 3 cases textile machinery parts, and in accordance with the terms of the letter of credit the consignment has to be shipped by15 January at the latest.

We are looking forward to reading from you soon. **Nous sommes sur le point de préparer une commande pour un client à Beyrouth de 3 caisses de pièces pour machinerie textile, et en accord avec les termes de la lettre de crédit, l’expédition doit être envoyée d’ici le 15 janvier au plus tard.**

Yours faithfully

Letter 3

inclusive assisting reply enclosed yours to

Dear Sirs,

In reply to your letter of 12 December, we are pleased to inform you that the *S. Morning Star* of the Blue Crescent Line will be receiving cargo from 12 to 18 January inclusive, and is expected to start loading on the 14th.

Details of the Blue Crescent Line’s rates are enclosed.

We look forward to assisting you. **EN réponse à votre lettre du 12 décembre, nous avons le plaisir de vous informer que le S Morning Star de la compagnie Blue Crescent Line recevra la cargaison entre le 12 et le 18 janvier inclus, et compte commencer le chargement le 14. Les détails des tarifs de la compagnie maritime sont ci-joint.**

**Dans l’attente, je reste à votre disposition.**

Yours faithfully.

**Translate the words between brackets**

1. We have received an urgent order for the shipment of machines and spare parts (pieces detachées), from Birmingham to Paris, and would appreciate (apprécier) an all-in rate including pick up / collection (enlèvement) from works (or factory), Birmingham and delivery to Station, Paris.
2. Please let us know the difference in cost between transport by train-ferry via Dover/Dunkerque, and road-ship-road via Newhaven/ Dieppe. If there is any probability (probabilité) of delay (retard) we would prefer to have goods carried by road and ship, and not depend on (dépendre de) railway.
3. We would be glad (content) to know time of transit and frequency(fréquence) of sailings.
4. We would be grateful (reconnaissant) if you could send us your current rates (tarifs).
5. We enclose (joindre) a commercial invoice in triplicate, plus the certificate of origin.
6. The goods must be shipped by the first vessel available (disponible).
7. We are going to ship the goods listed above (ci-dessous).
8. We look forward to receiving your quotation (cotation).
9. Could you please indicate your delivery time (délai de livraison).
10. Please let us know your delivery is expected to arrive to destination by (d’ici) the end of the month
11. I’m afraid (peur) the goods are missing.

**Fill the table below**

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| VOCABULARY | | | |
| Pieces détachées | Spare parts | A vessel | Un navire |
| Apprécier | To appreciate | To ship | Expediter |
| Disponible | Available | An invoice in triplicate | Une facture en 3 exemplaires |
| Joindre | To enclose | A shipment of machines | Un envoi de machines |
| Les tarifs | The rates/ the tariffs | A sailing | Un depart (maritime) |
| Reconnaissant | Grateful | A works | Une usine |
| Content | Glad | A shipment | Un envoi |
| Retard | A delay | A consignment | Un envoi |
| Enlèvement | Pick up / collection | A certificate of origin | Un certificate d’origine |
| Probabilité | Probability | To quote | Faire un devis |
| Fréquence | Frequency | quotation | Une cotation/ un devis |
| Dépendre de | To depend on | Delivery times | Les délais de livraison |
| J’ai bien peur | I’m afraid | missing | manquant |