

Affärer

Fakturerering



Fakturerering - Redogörelse

Kinesiska

对于我提供的服务，恳请您支付以下款项...

Formellt, mycket artig

Engelska

For my services I kindly request the following payment...

随函附上...的发票号码...

Formellt, artig

Please find enclosed invoice no. ... for ...

该报价单的发票将传真给您。

Formellt, direkt

The pro forma invoice will be faxed.

收到货物发票之后立即付款。

Formellt, direkt

Payable immediately after the receipt of the goods.

总支付额是...

Formellt, direkt

The total amount payable is...

我们公司的规定是只能以欧元开出发票。

Formellt, väldigt direkt

It is our company policy to invoice only in Euros.

Fakturerering - Påminnelse

Kinesiska

不好意思，请允许我提醒您，您的...付款已经过期。

Formellt, mycket artig

Engelska

May we remind you that your payment for...is overdue.

提醒您一下，上述货单仍然未付。

Formellt, artig

This is to remind you that the above invoice is still unpaid.

根据我们的记录，我们还没有收到上述发票的汇款。

Formellt, artig

According to our records, we have not yet received a remittance for above invoice.

如果您能近期清理账户款额，我们将不胜感激。

Formellt, artig

We would appreciate if you cleared your account within the next few days.

Affärer

Fakturering



我们的记录显示发票仍没有被支付。

Formellt, direkt

Our records show that the invoice still has not been paid.

请立即发送您的付款。

Formellt, direkt

Please send your payment promptly.

我们还没有收到...的付款

Formellt, mycket direkt

We have not yet received payment for...

我们的财务部门只有在收到您支票/转账的复印件后才会发出订单。

Formellt, mycket direkt

Our Accounts department will only release this order for shipment if we receive a copy of your cheque/transfer.

如果您已发送付款，请忽略此信。

Formellt, artigt

If you have already sent your payment, please disregard this letter.