

## 32강. 50 계약하기 / 51 지불하기 & 지불 받기

### 50 문서 업무 전문 표현

#### 계약하기

Would you clarify the underlined part of the contract again?

The section on royalties is missing from the contract.

Be sure to include the date of payment in the last section of the contract.

Would you please clarify that the payment should be made no later than July 15, 2017.

There should be some changes to the agreement.

It's a deal. It couldn't be better, you know.

How nice it is to have this deal pan out so well.

- pan out turn out ‘~의 결과가 되다, ~로 전개되다’

Well, unfortunately it didn't work out this time, but we look forward to continuing our business with you.

### 51 문서 업무 전문 표현

#### 지불하기 & 지불 받기

How would you like to pay for your purchase?

Please select the terms of payment.

- the terms of payment 지불 방법/조건/방법

Please select your choice of payment method and date of delivery which suits you best.

Please pay for it in two installments 30% of the total before shipment and the remaining 70% after shipment.

- installment 분할 불입

Please make advanced payment of \$100 for shipping.

There is the surcharge of \$40 for shipping.

Here is the total before taxes.

Your payment is two million won in total including the 8 percent sales tax.

- sales tax 판매세, 판매액에 부과되는 세금 ('부가세'는 value added tax)

You need to pay a 4 percent commission on the sale.

We have wired \$420 for order number 321.

Your account is long overdue.

- overdue (지불·반납 등의) 기한이 지난