



ACCOUNT WITH:

客戶名稱

A/C NO.:

TEL. NO.:

### ENGLISH CATEGORY 英文字彙

DOZEN 打計

PIECE 個計

DS-A01	AIR MAIL	DS-C06B	COMPLETED DATE: _____ BY: _____	DS-E02	ENTERED DATE: _____	DS-F21	FOR REFERENCE ONLY	DS-P09A	<input checked="" type="checkbox"/> PAID
DS-A01A	VIA AIR MAIL	DS-C06C	COMPLETED	DS-E03	EXAMINED	DS-F22	FOR INTERNAL USE	DS-P10	PRIVATE & CONFIDENTIAL
DS-A01B	AIR MAIL	DS-C07	CHECKED	DS-E06A	ENTERED DATE: _____ BY: _____	DS-G01	Goods Received Without Physical Check	DS-P11	PRINTED MATTER
DS-A02	APPROVED	DS-C07A	CHECKED	DS-E07	ENTERED	DS-H01	HOLD	DS-P14	PRIORITY
DS-A04	A/C PAYEE ONLY	DS-C08	CASH	DS-E07A	ENTERED	DS-H02B	THE GOVERNMENT OF THE H K S A R	DS-P16	PENDING
DS-A04A	A/C PAYEE ONLY	DS-C08A	CASH	DS-E08	ENTERED	DS-I01	IN	DS-P17	PAID CASH CHEQUE NO. _____
DS-A05	AMENDMENT	DS-C10	CANCELLED	DS-E08A	ENTERED	DS-I02	IMPORTANT	DS-P20	POSTED
DS-A05A	AMENDMENT	DS-C10A	CANCELLED DATE: _____ BY: _____	DS-E10	E-MAIL	DS-I03	INSPECTED	DS-P20B	POSTED
DS-A06	APPROVED	DS-C10B	CANCELLED	DS-E10A	E-MAILED	DS-I08	INVOICE ISSUED	DS-P22	PETTY CASH
DS-A06A	APPROVED	DS-C10C	CANCELLED	DS-E10B	E-MAILED DATE: _____ BY: _____	DS-I10	ISSUED	DS-P26	PAID DATE: _____ BY: _____
DS-A08B	APPROVED	DS-C11	CONFIDENTIAL	DS-E11	EMAIL IN	DS-N01	NON NEGOTIABLE A/C PAYEE ONLY	DS-P30	PLEASE CONFIRM RECEIPT OF THIS FAX
DS-A07	APPROVED FOR PAYMENT	DS-C11A	CONFIDENTIAL	DS-E12	EMAIL OUT	DS-N01A	NON NEGOTIABLE A/C PAYEE ONLY	DS-P31	PLEASE NOTE NEW ADDRESS
DS-A08	AUTO PAY	DS-C13	CREDIT NOTE	DS-E13	EXPIRED	DS-N02	NOT NEGOTIABLE A/C PAYEE ONLY	DS-Q01	QUOTATION
DS-B01	BY HAND	DS-C14	COLLECT	DS-F01A	FRAGILE	DS-N02A	NOT NEGOTIABLE A/C PAYEE ONLY	DS-R01	RECEIVED
DS-B01A	BY HAND	DS-C16	CERTIFIED BY _____	DS-F02A	FILE	DS-N03	NOT NEGOTIABLE	DS-R01A	RECEIVED
DS-B01B	BY HAND	DS-C17	CERTIFIED TRUE COPY	DS-F04	FILED	DS-O01	OUT	DS-R01B	RECEIVED
DS-B01C	BY HAND	DS-C19	CHECKED	DS-F05	FAX IN	DS-O02	ORIGINAL	DS-R02	RECEIVED DATE: _____
DS-B01D	BY HAND	DS-C19A	CHECKED DATE: _____ BY: _____	DS-F06A	FAX IN	DS-O02A	ORIGINAL	DS-R02A	RECEIVED
DS-B03	BY COURIER	DS-C21	CIRCULAR	DS-F06	FAX OUT	DS-O02B	ORIGINAL	DS-R03	REGISTERED
DS-B03A	BY COURIER	DS-C22	COPY FOR YOUR INFORMATION	DS-F06A	FAX OUT	DS-O03	OFFICIAL RECEIPT	DS-R03A	REGISTERED
DS-B05	BY FAX	DS-C23	CLOSED	DS-F07	FAXED DATE: _____	DS-O04	OK	DS-R03B	REGISTERED
DS-B05A	BY FAX & MAIL	DS-C24	CONSIGNMENT	DS-F07A	FAXED	DS-O04A	OK	DS-R04	REMINDER
DS-C01	COPY	DS-D01	DUPLICATE	DS-F07B	FAXED DATE: _____ BY: _____	DS-O05	OVERDUE	DS-R04A	REMINDER
DS-C01A	COPY	DS-D01A	DUPLICATE	DS-F08	FILE COPY	DS-O07	ORDERED DATE: _____ BY: _____	DS-R04B	REMINDER
DS-C01B	COPY	DS-D02	DRAFT	DS-F08A	FILE COPY	DS-P01	PAID	DS-R06	REVISED
DS-C02	C. O. D.	DS-D02A	DRAFT	DS-F12	FAXED	DS-P01A	PAID	DS-R06A	REVISED
DS-C02A	C. O. D.	DS-D02B	DRAFT	DS-F12A	FAXED	DS-P01B	PAID	DS-R06B	REVISED DATE: _____ BY: _____
DS-C03	CREDIT	DS-D03	DO NOT BEND	DS-F13	FILE	DS-P03	PASSED	DS-R07	REFERENCE NO: _____
DS-C03A	CREDIT	DS-D04	DEBIT NOTE	DS-F13A	FILE CLOSED DATE: _____ BY: _____	DS-P04	POSTED DATE: _____	DS-R08	RECEIVED DATE / BY: _____
DS-C04	CONFIRM	DS-D05	DELIVERED DATE: _____	DS-F14	FOR INFORMATION ONLY	DS-P04A	POSTED DATE: _____ BY: _____	DS-R08A	RECEIVED DATE: _____ BY: _____
DS-C04A	CONFIRM	DS-D06	DELIVERY NOTE	DS-F15	FOR RECORD ONLY	DS-P04B	POSTED	DS-R08A	RESEND
DS-C05	CONFIRMATION	DS-D07	DEPOSIT	DS-F16	FAX	DS-P05	PERSONAL	DS-R09B	RESEND DATE: _____
DS-C06	COMPLETED	DS-E01	EXPRESS	DS-F18	FAX AGAIN!	DS-P08	PLEASE FOLLOW UP	DS-R09C	RESEND DATE: _____ BY: _____
DS-C06A	COMPLETED	DS-E01A	EXPRESS	DS-F19	FAX COPY	DS-P09	PAID DATE: _____	DS-F10	REFAX