











ENGLISH CATEGORY 英文字彙

DS-R10A	 REFAX	DS-S01A	 SAMPLE	DS-S11	 SIGN HERE PLEASE!	DS-T07	TO BE OPENED BY ADDRESSEE ONLY	DS-U06	URGENT! PLEASE CONFIRM
DS-R10B	REFAX DATE: _____ BY: _____	DS-S01B	SAMPLE	DS-S12	SIGN HERE PLEASE! 	DS-U01	URGENT	DS-V01	VOID
DS-R11	REJECTED	DS-S03	SPECIMEN	DS-S13	SENT	DS-U01A	URGENT	DS-V01A	 VOID
DS-R13	RESTRICTED	DS-S05	SHIPPED	DS-S14	SPECIAL PRICE	DS-U01B	 URGENT	DS-V02	VERIFIED BY: _____
DS-R14	RETURN	DS-S06A	SHIPPED DATE: _____ BY: _____	DS-T01	THANK YOU	DS-U02	URGENT! PLEASE	DKU-001	
DS-R15	REFUND	DS-S07	SOLD	DS-T04	TRANSFER FROM / TO: _____	DS-U03	URGENT BY HAND	DKU-002	
DS-S01	SAMPLE	DS-S09	SUPERSEDED	DS-T05	THIS ACCOUNT IS NOW OVERDUE	DS-U04	URGENT BY FAX	DKU-003	PLEASE NOTE 
						DS-U05	URGENT! PLEASE REPLY	DKU-004	 PLEASE NOTE










CHINESE / ENGLISH CATEGORY 中英文字彙

DSC-301	現金收訖 CASH RECEIVED	DSC-320	速遞 BY COURIER	DSC-336	草稿 DRAFT	DSC-350	月結單 STATEMENT OF A/C	DSC-366	已付訖 PAID
DSC-302	現金付訖 CASH PAID	DSC-321	掛號 REGISTERED	DSC-337	完成 COMPLETED	DSC-351	只供參考 FOR INFORMATION ONLY	DSC-367	已記入帳 POSTED
DSC-305	現金 CASH	DSC-322	私人密件 PRIVATE & CONFIDENTIAL	DSC-338	航空 AIR MAIL	DSC-352	特價 SPECIAL PRICE	DSC-368	已審核 PROCESSED
DSC-306	貨到付款 CASH ON DELIVERY	DSC-324	印刷品 PRINTED MATTER	DSC-339	已送出 DELIVERED	DSC-353	九折優惠 LESS 10%	DSC-369	再次派遞 RESEND
DSC-307	批准付款 APPROVED FOR PAYMENT	DSC-325	備忘錄 REMINDER	DSC-340	贈品已發 PRIZE ISSUED	DSC-354	八五折優惠 LESS 15%	DSC-370	已售 SOLD
DSC-308	收據 RECEIPT	DSC-326	急件 URGENT	DSC-341	多謝! THANK YOU!	DSC-355	八折優惠 LESS 20%	DSC-371	外賣 TAKE AWAY
DSC-310	收訖 RECEIVED	DSC-327	專送 BY HAND	DSC-342	入 IN	DSC-356	七五折優惠 LESS 25%	DSC-374	已逾期 EXPIRED
DSC-311	付訖 PAID	DSC-328	正本 ORIGINAL	DSC-343	出 OUT	DSC-357	七折優惠 LESS 30%	DSC-376	退款 REFUND
DSC-312	發票 INVOICE	DSC-329	副本 COPY	DSC-344	優先處理 PRIORITY	DSC-360	請勿摺曲 DO NOT BEND	DSC-377	退回 RETURN
DSC-313	已修訂 REVISED	DSC-330	樣本 SAMPLE	DSC-345	易碎品 FRAGILE	DSC-361	只限過帳 A/C PAYEE ONLY	DSC-378	港元 HK \$
DSC-315	歸檔 FILE	DSC-331	批准 APPROVED	DSC-346	請即處理 IMMEDIATE ATTENTION	DSC-362	自動轉帳 AUTO PAY	DSC-379	美元 US \$
DSC-316	作廢 CANCELLED	DSC-332	已檢查 CHECKED	DSC-347	密件 CONFIDENTIAL	DSC-363	證明副本 CERTIFIED TRUE COPY	DSC-380	人民幣 RMB ¥
DSC-318	修正 AMENDMENT	DSC-334	已傳真 FAXED	DSC-348	裝箱單 PACKING LIST	DSC-364	已結束 CLOSED		
DSC-319	重要 IMPORTANT	DSC-335	無效 VOID	DSC-349	報價單 QUOTATION	DSC-365	過期未付款 OVER DUE		

CHINESE CATEGORY 中文字彙

DKC-01	銀貨兩訖	DKC-08	印刷品	DKC-15	正本	DKC-22	核銷	DKC-30	以下空白
DKC-02	批准付款	DKC-09	機密	DKC-16	副本	DKC-23	免茶	DKC-31	家長簽名:
DKC-03	現金收訖	DKC-10	密件	DKC-17	航空	DKC-24	茶芥全免	DKC-32	圖文傳真
DKC-04	現金付訖	DKC-11	急件	DKC-18	掛號	DKC-25	免收加一	DKC-33	香港特別行政區政府
DKC-05	轉賬收訖	DKC-12	作廢	DKC-19	現金	DKC-26	敬送水果	DKC-34	特價貨品
DKC-06	轉賬付訖	DKC-13	樣本	DKC-20	完成	DKC-27	敬送甜品	DKC-35	內部傳閱
DKC-07	貨到付款	DKC-14	專送	DKC-21	附件	DKC-29	九折優惠	DKC-36	請跟進

SPECIAL CATEGORY 特別字彙

RS-311		RS-312		RS-313		RS-314		RS-315	
RS-316	OK	RS-317		RS-318		RS-319		RS-320	
RS-421/ RS-420	1 ↔ 100	RS-446	A ↔ Z						