

**MISCELLANEOUS TERMS ARRANGED
ALPHABETICALLY.**

A.

English.	Afrikaans.
Acceptance	— akseptasie.
Account	— rekening.
Account book	— rekeningboek
Account current	— rekening koerant.
Acknowledgment of debt	— skulderkentenis.
Adhere (to)	— bly by.
After perusal	— na insage.
Agent	— agent.
Ample	— ruim.
Amply supplied	— ruim voorsien.
Annuity	— jaargeld.
Application	— aansoek, applikasie.
Application form	— aansoekvorm, applikasievorm.
Area	— oppervlakte.
Assets & Liabilities	— bate en laste (skulde).
Assignee	— prokurasiehouer.
Assuring you of	— u versekerende van.
Assuring you of our best endeavours to give every satisfaction	— versekerende u van ons beste poginge om volle tevredenheid te gee.
At present, now-a-days	— teenswoordig.
At your earliest convenience	— so gou as doenlik.
Authorised Capital	— geoutoriseerde kapitaal.
Awaiting	— in afwagting van.

B.

Balance	—	balans, saldo.
Balance sheet	—	balansstaat.
Bankdraft	—	bankwissel.
Banker	—	bankier.
Bank holiday	—	publieke vakansiedag.
Banking	—	bankiersvak, bankwese.
Banknotes	—	banknote, bankbiljette.
Bankrupt, insolvent	—	bankrot, insolvent.
Bankruptcy	—	bankrotskap.
Bearer	—	draer, houer, toonder.
Bill, draft	—	bewys, wissel.
Bill Books	—	wisselboeke.
Bill Clerk	—	wisselklerk.
Bill of Acceptance	—	akseptasiewissel.
Bill of Exchange	—	wisselbrief.
Bills payable-book	—	wissel betaalboek.
Bills receivable-book	—	wissel ontvangeboek.
Blank cheque	—	blanko tjek.
Blank endorsement	—	blanko endossement.
Blotting paper	—	kladpapier.
Bookkeeper	—	boekhouer.
Bookkeeping	—	boekhou.
Broker	—	makelaar.
Business	—	besigheid, sake.
Business letter	—	besigheidsbrief.
Business man	—	besigheidsman, man van sake.

C.

Capital	—	kapitaal.
Carbon paper	—	afdrukpapier (karbonpapier).
Carriage	—	vrag.

Cash	—	kontant.
Cash balance	—	kasbalans, kasbeskeie.
Cash book	—	kasboek, kassaboek.
Cashier	—	kassier.
Change	—	kleingeld.
Charter (to)	—	tjarter.
Chartered	—	getjarterde.
Clearing agent	—	ekspediteur, skeepsgent.
Clearing house	—	verrekeningkantoor.
Clerical error	—	skryffout.
Clientele	—	klandiesie.
Closed account	—	geslote rekening.
Collect(ion)	—	kollekteer, kolleksie.
Commercial traveller	—	handelsreisiger.
Compete	—	mededing, kompeteer.
Competition	—	mededing, konkurensie.
Competitor	—	mededinger, konkurent.
Complaint(s)	—	klagte(s).
Concerning	—	betreffende.
Confidential clerk	—	private klerk, prokurasie- houer.
Confirm	—	bevestig.
Consignee	—	gekonsienjeerde.
Consignment	—	besending.
Copy (a)	—	kopie, afskrif.
Copy (to)	—	kopieer, afskryf.
Copying fees	—	kopieergeld (fooi).
Copying paper	—	kopieerpapier.
Copy right	—	outeursreg.
Cost of production	—	produksiekoste.
Credit	—	krediet.
Credit (to)	—	krediteer.
Credit note	—	kredietbriefie (krediet- nota).

Creditor	— krediteur.
Crop(s)	— oes(te).
Crossed cheque	— gekruisde tjek.
Currency	— koers, omloop.
Current account	— lopende rekening.
Custom duty	— douaneregte.
Customer, client	— klant, kliënt.
Custom house	— doeane.

D.

Daybook, journal	— dagboek, joernaal.
Day of maturity	— vervalddag (wissel).
Debenture (stock)	— skuldbrief.
Debit	— debet.
Debit (to)	— debiteur.
Debit balance	— batige saldo (balans).
Debit note	— debietbriefie (nota).
Debtor	— debiteur, skuldenaar.
Deficiency	} — tekort.
Deficit	
Demurrage, dock dues	— liggelde, dokgelde.
Deposit	— deposito.
Deposit or bank (money)	— geld te bank, inbetaal, deponeer.
Depreciation	— slytasie.
Detailed, full	— breedvoerig, volledig.
Detailed information	— volledige informasie.
Discount (to), honour a bill	— om 'n wissel te honoreer.
Discount, rebate, abatement	— diskonto, korting, rabat.
Dismiss, retrench	— afdank, ontslaan.
Dispatch	— afstuur, versend.
Dissolution	— ontbinding.

Dissolve business (to)	— besigheid ontbind (opsê).
Dock dues, demurrage	— dokgelde, liggelde.
Drawee	— betrokke, ontvanger.
Drawer (cheque)	— trekker.
Drawer of a bill	— trekker.
Draw your attention	— u aandag bepaal, vestig.
Due (cheque or bill)	— betaalbaar.
Due date	— vervaldag.
Due time (train)	— regte tyd.
Dull, languid	— kwynend.
Duplicating paper (copying paper)	— duplikaatpapier.
Duty	— belasting, regte.
Duty customs	— doeaneregte.
Duty free	— tolvry.

E.

Enclose (to)	— insluit.
Enclosed	— ingeslote.
Enclosed herewith	— hiermee ingeslote.
Enclosed please (you will) find	— ingeslote sal u vind.
Enclosure(s)	— bylaag(e).
Endorse (to)	— endosseer, endossement uitmaak.
Endorsement	— endossement.
Entrepot, warehouse	— entrepó, pakhuis.
Entries, postings	— pos(te), boekinge.
Eventually	— uiteindelik.
Exchange	— beurs, koers.
Extension, development	— uitbreiding.
Extension line	— bylyn.

F.

Fall (in price)	— daling.
File	— lias, legger.
File (to)	— liasseer.
Filing	— liassering.
Filing system	— liasseerstelsel, opbergstelsel.
Firm (a)	— firma.
Firm (market)	— ferm, vas, standvastig.
Fiscal year	— boekjaar.
Fixed deposits	— vaste deposita, beleggings.
Float (a business)	— floteer.
Flourish (market)	— floreer, bloei.
Fluctuate(ion)	— skommel(ing).
Folder	— omslag.
Forged cheque	— valse tjek.
For the time being	— voorlopig.
For which we thank you	— waarvoor ons u dank.
Freight	— vrag (oorsee).
Furnisher, purveyor	— leweransier.

G.

General average	— algemene awery.
Grocer	— kruidenier.
Grocery	— kruideniersware.
Gross profit	— bruto wins.
Gross weight	— bruto gewig.
Guarantee	— waarborg, garansie.
Guarantee (to)	— garandeer.

H.

Harbours, ports	— hawens.
Hardware	— ysterwaar.
Herewith	— hiermee.

Herewith I enclose for perusal	— hiermee sluit ek in vir insage.
Hire and purchase system	— huur- en koopkontrak.
Hire system	— huurkontrak.
Honour cheque (to)	— honoreer.

I.

I adhere	— ek bly by.
I am directed to state	— ek is belas om te berig.
I am in receipt of your letter	— ek het u brief ontvang (ek is in ontvangs van u brief).
I am instructed to state	— ek is versoek om te berig (ek is belas)
I am requested (informed) to state	— ek is iopgedra (ek het opdrag)
I am surprised	— ek is verbaas(d).
If nothing prevents	— As niks verhinder nie.
Import duty	— invoerregte.
In accordance with	— in ooreenstemming met, ooreenkomstig.
In conjunction with (with regard to)	— aangaande
In connection with	— in verband met.
In consequence of	— na aanleiding (na gelang) van.
In consequence of (owing)	— tengevolge van.
Increase (rise) of salary	— verhoging.
In favour of	— ten gunste van.
Information, data	— gegewens, inligting.
Inquiry	— navraag, ondersoek.
In respect of, in view of, on behalf of	— ten opsigte van, ten behoewe van.

Instalment	—	paaïement.
In stock	—	in voorraad, voorradig.
Instructions, commands	—	instruksies, bevele.
Interim dividend	—	tussentydse diwidend.
In this respect	—	op dié gebied.
In transit	—	in transito.
Investment	—	belegging.
Invoice	—	faktuur.
I received your letter	—	ek het u brief ontvang.
Ironmonger	—	ysterhandelaar.

J.

Joint stock	—	gemeenskaplike kapitaal (effekte).
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L.

Label	—	omslag (etiket).
Late	—	oorlede, voorheen (v/h).
Latest improvements	—	die nuutste (jongste) verbeteringe.
Ledger	—	grootboek.
Ledger clerk	—	grootboek-klerk.
Ledger fees	—	grootboek-fooi.
Lessee	—	huurder.
Lessor	—	verhuurder.
Letter book (press)	—	brieweboek, kopieerboek.
Letter of credit	—	kredietbrief.
Letter of demand	—	eisbrief, lasbrief.
Letter of sale	—	verkoopsbrief.
Liabilities	—	laste.
Lift	—	hysbus (ligter).
Liquidation	—	likwidasie.
Loan	—	lening.
Loss	—	verlies.

M.	
Mail-order department	— posbestellingsdepartement.
Make the following adjustments	— maak die volgende aansuiwerings (veranderinge).
Manufacture (to)	— fabriseer, vervaardig.
Manufactured	— gefabriseerde.
Manufacturer	— fabrikant.
Manufactures	— fabrikate.
Market place, area	— afsetgebied.
Mature (to), (due)	— verval.
Merchandise	— koopware.
Merchant, dealer, trader	— handelaar.
Messenger	— boodskapper.
More remunerative prices (at)	— voordeliger pryse.

N.

Negotiable	— verhandelbaar.
Net profit	— suiwere (netto) wins.
Net weight	— suiwere (netto) gewig.
Note	— nota, aantekening.
Note (to)	— kennis te neem.
Noted contents	— kennisgeneem van die inhoud.
Notice	— kennisgewing.
Notify, to give notice	— kennis te gee.

O.

Objection(s)	— Beswaar(e).
Offer	— aanbod, offerte.
Office	— kantoor.
Office boy	— kantoorseun.

Office requisites	—	kantoorbehoeftes.
Office till	—	geldlaaitjie.
On an average	—	gemiddeld.
On receipt	—	op ontvangs.
On your account	—	vir u rekening.
Open account	—	ope-rekening.
Order(s)	—	bestelling(s), order(s).
Output	—	opbrings.

P.

Particular average	—	besondere awery.
Particulars	—	besonderhede.
Passbook	—	bankboek.
Payable	—	betaalbaar.
Payee (of a cheque)	—	betaler.
Payment, acceptance (to refuse)	—	betaling weier.
Permission, allowance	—	toestemming, vergunning.
Petty cash	—	kleinkas, kleinkontant.
Pierage	—	kaaigeld.
Please credit.....	—	geliewe my..... te krediteer.
Pledge	—	onderpand.
Policy	—	polis.
Postage stamp	—	posseël.
Postings, entries	—	poste, boekinge.
Preferential shares	—	preferente aandele.
Premium	—	premie.
Present	—	teenwoordig.
Present (a gift)	—	present.
Pricelist	—	pryslys, pryskoerant.
Prices (quotation of)	—	prysopgawe.
Prices (reduction of)	—	prysvermindering.
Prime quality	—	prima (eerste) kwaliteit.

Privilege	— voorreg.
Privilege ticket	— voorregkaartjie.
Produce	— produseer.
Producer	— produsent (produseerder).
Product(s)	— produk(te).
Production (cost of)	— produksiekoste.
Profit	— profyt.
Profit & Loss account	— wins- en verliesrekening.
Promissory note (I. O. U.)	— promesse, skuldbewys.
Protest (a)	— 'n protes.
Protest (to)	— 'n protes aanteken.
Prove (to)	— bewys te lewer, te bewys.
Purchase, buy	— koop (inkoop).
Purchase (buying) price	— inkoopprys.
Purchases	— inkope (inkopies).

Q.

Qualify (to), to enable	— in staat stel.
Quotation	— kwotasie.
Quotation of prices	— prysnotering, prysopgawe.

R.

Railage, carriage	— vrag.
Rate of exchange	— wisselkoers.
Rate of interest	— rentekoers.
Reasonable	— billik.
Reasonable terms, conditions	— billike voorwaardes.
Rebate	— rabat.
Receipt	— kwitansie, kwytbrief.
Receipt (to)	— kwriteer.
Rediscount	— herdiskonteer.
Reduction, discount	— afslag, diskonto.
Reduction of prices	— prysvermindering.

Refer (to)	— verwys.
Referring to (re)	— in sake (i/s).
Refer to drawer	— verwys na trekker.
Refer to the file	— verwys na die lias.
Renew a bill (to)	— 'n wissel te vernuwe.
Rent	— huur.
Rental	— huurgeld.
Represent	— verteenwoordig.
Representative	— verteenwoordiger.
Resign (to), to send in resignation	— bedank, bedanking indien.
Resignation	— bedanking.

S.

Safe	— brandkas.
Salary	— salaris.
Salesman	— winkelbediende.
Sea-level	— seespieël.
Security	— borg, sekuriteit.
Seller	— verkoper.
Settlement	— vereffening, kwyting.
Share(s)	— aandeel(e).
Shipping (forwarding or clearing) agent	— ekspediteur, skeepsagent.
Shop	— winkel.
Shop counter	— toonbank.
Shop display	— winkeluitstalling.
Shopkeeper	— winkelier.
Shopping (to do)	— om te winkele, inkopies te doen.
Shoptakings, cash takings	— winkelgeld (verkopinge).
Short-dated bills	— kortsigwissels.
Shorthand	— snelskrif, stenografie.
Sight draft	— sigwissel.

Slack	— slap.
Slack (to)	— verslap.
Slackness (in market)	— slaphed (daling) in mark.
Statement	— verklaring, opgawe.
Statement of account	— rekeningsopgawe.
Stationery	— skryfbehoeftes.
Stencil	— deurslag, (waspapier, ook rubberpapier).
Stencil sheet	— deurslagpapier.
Stock	— voorraad, vee, effekte, ens.
Stock account	— rekening van voorradige goedere.
Stock exchange	— effektebeurs.
Stocks & shares	— effekte en aandele.
Stocktaking	— voorraadopneming.
Subsequently	— vervolgens, dientengevolge.
Sum of money	— som geld.
Sundry expenses	— diwerse uitgawes.
Supply (to)	— voorsien, verskaf.
Support (to)	— ondersteun, steun.
Surplus	— oorskot, surplus.
Surprised	— verbaas(d).
Surrender value	— verkoopswaarde (polis).
	T.
Tare	— tarra.
Telegram	— telegram.
Telegraph	— telegraaf.
Telephone	— telefoon.
Telephone call, conversation	— telefoonoproep (gesprek).
Telephone exchange	— telefoonburo (sentraal).
Telephone subscription	— telefoonhuur.

To have clue (grounds, cause)	— rede (te) hê.
Tonnage	— tonnemaat.
Trade, commerce	— handel.
Transfer (a)	— transfer, oorplasing.
Transfer (to)	— verplaas, oorplaas, transfereer.
Transit duty	— deurvoerregte.
Trusting	— met die vertroue.
Trusting to receive a reply at your earliest convenience	— met die vertroue om u antwoord so spoedig moontlik te ontvang.
Turnover	— omset.
Type (to)	— tik.
Typewriter	— tikmasjien, skryfmasjien.
Typewriting	— tikskrif, masjienskrif.
Typist(e)	— tikker (tikster).
	U.
Undoubtedly	— ongetwyfeld.
	V.
Vacancy, situation, post	— vakature, betrekking, pos.
Vacant	— vakant.
	W.
Wage(s), reward	— loon, beloning.
Ware(s)	— waar(e).
Warehouse, entrepot	— pakhuis, entrepó.
Warranty	— garansie.
We are in receipt	— ons is in ontvangs van . .
We are sorry	— dit spyt ons (spyt dit ons).
We enclose	— ons sluit in.

We enclose herewith	— ons sluit hiermee in.
We have the honour to inform you	— ons het die eer u te verwittig (berig, mee te deel).
We have to acknowledge receipt	— ons erken die ontvangs . .
We have to inform you	— ons moet u berig.
We shall attend to the matter	— ons sal ons aandag aan die saak gee (wy).
Wholesale	— groothandel.
Wholesaler, wholesale dealer	— groothandelaar.
With reference to, with relation to, with regard to	— met betrekking tot, met referte tot.
With regard to, with respect to	— met verwysing na.
Without any charge	— kosteloos, vry.
Working capital	— bedryfskapitaal.
Writing paper	— skryfpapier.

Y.

Your favourable consideration	— u goedgunstige konsiderasie.
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A.

Afrikaans.	English.
Aanbod, offerte	— offer.
Aandeel(e)	— share(s).
Aangaande	— concerning, with regard to.
Aangaande u brief	— concerning (with regard to) your letter.
Aansoek doen	— to apply.
Aansoek doen om 'n be- trekking	— to apply for a post (situation).
Aansoekvorm	— application form.
Aansuiwer	— to adjust.
Aansuiweringe	— adjustments.
Afdank, ontslaan	— dismiss, retrench.
Afdrukpapier	— carbon paper.
Afslag	— reduction, discount.
Afstuur, versend	— dispatch.
Agent	— agent.
Akseptasie	— acceptance.
Akseptasiewissel	— bill of acceptance.
Algemene awery	— general average.
Applikasie	— application.
As niks in die weg kom nie	} — if nothing prevents.
As niks verhinder nie	

B.

Balans, saldo	—	balance.
Balansstaat	—	balance sheet.
Band, passament, omboor- sel	} —	binding, braid, trimming.
Bankbiljet(te), bank- noot(e)	—	banknote(s).
Bankboek	—	passbook.
Bankier	—	banker.
Bankiersvak, bankwese	—	banking.
Banknoot, bankbiljet	—	banknote.
Bankrot, insolvent	—	bankrupt, insolvent.
Bankrotsky	—	bankruptcy.
Bankwese, bankiersvak	—	banking.
Bankwissel	—	bank draft.
Bate en laste (skulde)	—	assets & liabilities.
Batige saldo	—	debit balance.
Bedank, bedanking indien	—	to resign, to send in resignation.
Bedanking	—	resignation.
Bedrag (bedrae)	—	amount(s).
Bedryfskapitaal	—	working capital.
Belasting, regte	—	duty.
Belegging	—	investment.
Berig (te)	—	advice(s), information.
Berig stuur	—	to advise, inform.
Besending, konsienjasie	—	consignment.
Besigheid	—	business.
Besigheid ontbind (opsê)	—	to dissolve business.
Besigheidsake	—	business matters.
Besondere awery	—	particular average.
Besonderhede	—	particulars.
Bestellinge, orders	—	orders.

Beswaar(e)	— objection(s).
Betaalbaar	— payable.
Betaalbaar (wissel)	— due.
Betaler (van 'n tjek)	— payee (of a cheque).
Betaling weier	— to refuse payment, acceptance.
Betref, betreffende	— concerning.
Betrokkene	— drawee.
Betrokke wees in 'n bankrotskap	— to be concerned in a bankruptcy.
Beurs	— exchange.
Bevele, instruksies	— instructions, commands.
Bevestiging	— confirmation.
Bewys, wissel	— bill, draft.
Bewys te lewer	— to prove.
Billike voorwaardes	— reasonable terms, conditions.
Blanko endossement	— blank endorsement.
Blanko tjek	— blank cheque.
Bly by	— adhere to.
Boek(pos te)	— to enter.
Boekhou	— bookkeeping.
Boekhouer	— bookkeeper.
Boeking, poste	— postings, entries.
Boekjaar	— fiscal year.
Borg, sekuriteit	— security.
Brandkas	— safe.
Breedvoerig, volledig	— detailed, full.
Brief bevestig	— to confirm a letter.
Brieweboek, kopieerboek	— letter book (press).
Bruto gewig	— gross weight.
Bruto wins	— gross profit.
Bylaag(e)	— enclosure(s).
Bylyn	— extension line.

Dagboek, joernaal	— daybook, journal.
Daling	— fall (in price).
Debet	— debit.
Debetbriefie (nota)	— debit note.
Debiteer	— to debit.
Debiteur, skuldenaar	— debtor.
Deposito	— deposit.
Deurslagpapier	— stencil sheet.
Deurvoerregte	— transit duty.
Dienaangaande	— concerning.
Diskonto, korting	— discount, rebate, abatement.
Dit spyt ons (spyt dit ons)	— we are sorry.
Doeane	— custom house.
Doeaneregte	— custom duty.
Doel van my brief (die)	— the purpose of my letter.
Dokgelde, liggelde	— dock dues, demurrage.
Draer, houer, toonder	— bearer.
Dringend	— urgent.
Duplikaatpapier	— duplicating paper, copying paper.
E.	
Effektebeurs	— stock exchange.
Effekte en aandele	— stocks and shares.
Eisbrief, lasbrief	— letter of demand.
Ek bly by my instruksies	— I adhere to my instructions.
Ek het opdrag	— I am informed, instructed, directed.
Ek het u brief ontvang	— I received your letter (I am in receipt of your letter).

Ek is belas om te berig	— I am directed to state.
Ek is opgedra om te berig	— I am requested (informed) to state.
Ek is verbaas(d) om te verneem	— I am surprised to note.
Ek is versoek om te berig	— I am instructed to state.
Ekspediteur	— shipping agent, forwarding agent.
Ekspediteur, skeepsagent	— clearing agent.
Endosseer, endossement uitmaak	— to endorse.
Entrepó, pakhuis	— entrepot, warehouse.
Erkentenís	— acknowledgment.
Etiket, omslag	— label.

F.

Fabrikant	— manufacturer.
Fabrikate	— manufactures.
Fabriseer, vervaardig	— to manufacture.
Faktuur	— invoice.
Ferm	— firm(a).
Firma	— firm(n).
Floreer	— flourish.
Floteer	— float (a business).

G.

Garansie	— warranty. —
Gegewens, inligting	— information, data.
Gekonsienjeerde	— consignee.
Gekruisde tjek	— crossed cheque.
Geldlaaitjie	— office till.
Geld te bank, inbetaal, deponeer	— to deposit (bank) money.

Geliewe my..... te krediteer	— please credit my account.
Gemeenskaplike kapitaal	— joint stock.
Gemiddeld	— on an average.
Geoutoriseerde kapitaal	— authorised capital.
Geslote rekening	— closed account.
Getjarterde	— chartered.
Gevolglyk, dientengevolge	— consequently.
Grootboek	— ledger.
Grootboekfooi	— ledger fees.
Grootboekklerk	— ledger clerk.
Groothandelaar	— wholesaler, wholesale dealer.
Grotendeels	— to a large extent.

H.

Handel	— trade, commerce.
Handelaar	— merchant, dealer, trader.
Handelsreisiger	— commercial traveller.
Hawens	— harbours, ports.
Herdiskonteer	— rediscount.
Hiermee ingeslote	— enclosed herewith.
Hiermee sluit ek in vir insage	— herewith I enclose for perusal.
Honoreer	— to honour (a cheque).
Houer, draer, toonder	— bearer.
Huur	— rent.
Huurder	— lessee.
Huur- en koopkontrak	— hire and purchase system.
Huurgeld	— rental.
Huurkontrak	— hire system.

	I.
In afwagting van	— awaiting.
Informasie, inligting, ge- gewens	— information, data.
Ingeslote	— enclosed.
Ingeslote sal u besonder- hede vind	— enclosed you will find particulars.
Ingeslote sal u vind	— enclosed please find (you will find).
Inkoop	— purchase, buy.
Inkoopprys	— purchase (buying) price.
Inkopies	— purchases.
Inligting, informasie, ge- gewens	— information, data.
In sake (i/s)	— referring to (re).
In staat stel	— to enable (qualify).
Instruksies, bevele	— instructions, commands.
Instruksies uit te voer	— to carry out instructions.
In transito	— in transit.
In verband met	— in connection with.
Invoerregte	— import duty.
In voorraad, voorradig	— in stock.
Invorder(ing)	— collect(ion).

J.

Jaargeld	— annuity.
Joernaal, dagboek	— journal, daybook.

K.

Kaaigeld	— pierage.
Kantoor	— office.
Kantoorbehoefes	— office requisites.
Kantoorseun, jongen	— office boy, messenger.

Kaoetjoek, uitveër	— rubber.
Kapitaal	— capital.
Karbon-, afdrukpapier	— carbon paper.
Kasbeskeie, kasbalans	— cash balance.
Kasboek	— cash book.
Kashouer, kassier	— cashier.
Kassier, kashouer	— cashier.
Kennisgeneem (het)	— noted.
Kennisgeneem van die inhoud	— noted contents.
Kennisgewing (snw.)	— notice.
Kennis te gee	— to give notice, notify.
Kennis te neem	— to note.
Kladpapier	— blotting paper.
Klagtes	— complaints.
Klandiesie	— clientele.
Klante, kliënte	— customers, clients.
Kleingeld	— change.
Kleinhandelaar	— retailer, retail dealer.
Kleinkas, kleinkontant	— petty cash.
Kleinkontant, kleinkas	— petty cash.
Kliënte, klante	— customers, clients.
Koers	— exchange.
Koers, omloop	— currency.
Konkureer, mededing	— compete.
Konkurensie, mededinging, wedywer	— competition.
Konsienjasie, besending	— consignment.
Kontant	— cash.
Koopwaar	— merchandise.
Kopie	— a copy.
Kopieboek, brieweboek	— letter book.
Kopieer	— to copy.
Kopieergeld	— copying fee.

Kopieerpapier	— copying paper.
Kopiereg, waardereg	— copy right.
Korting, diskonto	— discount, rebate, abate- ment.
Kosteloos, vry	— without any charge, free.
Krediet	— credit.
Kredietbrief	— letter of credit.
Kredietbriefie (nota)	— credit note.
Krediteer	— to credit.
Krediteur, skuldeiser	— creditor.
Kruidenier	— grocer.
Kruideniersware	— groceries.
Kwitansie, kwytbrief	— receipt.
Kwiteer	— to receipt.
Kwotasie	— quotation.
Kwynend	— dull, languid.
Kwytbrief, kwitansie	— receipt.
Kwyting, vereffening	— settlement.

L.

Lasbrief, eisbrief	— letter of demand.
Legger, lias	— file.
Lening	— loan.
Lening aan te gaan ('n)	— to make a loan.
Leweransier	— furnisher, purveyor.
Lias, legger	— file.
Liasseer	— to file.
Liasseerstelsel, opberg- stelsel	— filing system.
Liassering	— filing.
Liggelde, dokgelde	— dock dues, demurrage.
Likwidasie	— liquidation.
Loon	— wage(s), reward.
Lopende rekening	— current account.

Maak die volgende aansuiweringe	— make the following adjustments.
Makelaar	— broker.
Masjienskrif, tikskrif	— typewriting.
Mededing, konkureer	— compete.
Mededinger	— competitor.
Mededinging, konkurensie, wedywer	— competition.
Met betrekking tot, met referte tot	— with reference to, with relation to, with regard to.
Met die vertroue om u antwoord so spoedig moontlik te ontvang	— trusting to receive your reply as soon as possible.
Met verwysing na	— with respect to, with regard to.

N.

Na aanleiding van	— in consequence of.
Na gelang. (van), in verband met die	— in consequence of, in connection with.
Na insage	— after perusal.
Navraag, ondersoek	— inquiry.
Nuutste (jongste) verbeteringe (die)	— the latest improvements.

O.

Oes(te)	— crop(s).
Offerte, aanbod	— offer.
Omboorsel, band, passament	— braid, trimming.
Om inkopies te doen, om te gaan winkele	— to do shopping.

Omloop, koers	—	currency.
Omset	—	turnover.
Omsetgebied, afsetgebied	—	market place.
Om te gaan winkele, om inkopies te doen	—	to do shopping.
Onderpand, waarborg	—	pledge, guarantee.
Onderzoek, navraag	—	inquiry.
Ondersteuning, steun	—	support.
Ongetwyfeld	—	undoubtedly.
Ons erken die ontvangs	—	we (have to) acknowledge receipt.
Ons het die eer u te berig	—	we have the honour to in- form you.
Ons is in ontvangs van u brief	—	we are in receipt of your letter.
Ons moet u berig, meedeel	—	we have to inform you.
Ons sal ons aandag aan die saak gee	—	we shall attend to the matter.
Ons sluit hiermee in	—	we enclose herewith.
Ons sluit in	—	we enclose.
Ontbinding	—	dissolution.
Ontbinding van 'n vennoot- skap	—	dissolution of partnership.
Ontslaan, afdank	—	dismiss, retrench.
Ontvanger	—	drawee.
Oordrag, transfer	—	a transfer.
Ooreenkomstig, in ooreen- stemming met	—	in accordance with, in connection with.
Oorlede, voorheen	—	late.
Oorplaas, verplaas, transfe- reer	—	to transfer.
Oorskot, surplus	—	surplus.
Opbrings	—	output.
Op dié gebied	—	in this respect.

Open-rekening	— open account.
Op ontvangs	— on receipt.
Order, bestelling	— order.

P.

Paalement	— instalment.
Pakhuis, entrepó	— warehouse, entrepot.
Passament, omboorsel, band	— braid, trimming.
Polis	— policy.
Pos(te), betrekkinge	— post(s), situations.
Pos(te), boekinge	— entries, postings.
Posbestellingsdepartement	— mail-order department.
Posseël	— postage stamp.
Preferente aandele	— preferential shares.
Premie	— premium.
Prima kwaliteit	— prime quality.
Produksiekoste	— cost of production.
Produkte	— products.
Produseer	— produce.
Produsent	— producer.
Profyt, wins	— profit.
Prokurasiehouer	— confidential clerk assignee.
Promesse	— promissory note (I.O.U.).
Protes ('n)	— a protest.
Protes aanteken ('n)	— to protest.
Pryskoerant of pryslys	— pricelist.
Prysopgawe	— quotation (of prices)
Prysvermindering	— reduction of prices.
Publieke vakansiedag	— public holiday.

Rabat	—	rebate.
Rede hê	—	to have clue (grounds, cause).
Regte, belasting	—	duty.
Regte tyd	—	due time.
Rekening	—	account.
Rekeningboek of skuldboek	—	account book.
Rekening koerant	—	account current.
Rekeningsopgawe	—	statement of account.
Rekening te verplaas	—	to transfer account.
Rekening van voorradige goedere	—	stock account.
Rentekoers	—	rate of interest.
Ruim	—	ample.
Ruim voorsien	—	amply supplied.

S.

Salaris	—	salary.
Saldo, balans	—	balance.
Saldo opmaak	—	to balance.
Sekuriteit, borg	—	security.
Sigwissel	—	sight draft.
Skeepsagent, ekspediteur	—	clearing agent, shipping agent.
Skommeling	—	fluctuation.
Skryfbehoeftes	—	stationery.
Skryffout	—	clerical error.
Skryfmasjien, tikmasjien	—	typewriter.
Skryfpapier	—	writing paper.
Skuldboek, rekeningboek	—	account book.
Skuldbrief (S/B)	—	debenture (stock).

Skuldeiser, krediteur	— creditor.
Skuldenaar, debiteur	— debtor.
Skulderkentenis	— an acknowledgment of debt.
Slapheid (in die mark)	— slackness (in the market).
Sluit in (om te)	— to enclose.
Slytasie, waardeverminde- ring	— depreciation.
Snelskrif	— shorthand.
So gou as doenlik	— at your earliest conven- ience.
Som geld	— sum of money.
Spyt ons (dit)	— we are sorry, regret.
Steun, ondersteuning	— support.
Suiwere (netto) gewig	— net weight.
Suiwere wins	— net profit.
Surplus, oorskot	— surplus.

T.

Tarra	— tare.
Teenswoordig	— at present, now-a-days.
Teenwoordig	— present.
Tekort	— deficit, deficiency.
Telefoon	— telephone.
Telefoonburo	— telephone exchange.
Telefoongesprek	— telephone call, conversa- tion.
Telefoonhuur	— telephone subscription.
Telefoonoproep	— telephone call.
Telegram	— telegram.
Ten gevolge van	— in consequence of, owing to.
Ten gunste van	— in favour of.

Ten opsigte van, ten behoewe van	— in respect of, in view of, on behalf of.
Tik (om te)	— to type.
Tikker, tikster	— typist(e).
Tikmasjien, skryfmasjien	— typewriter.
Tikskrif, masjienskrif	— typewriting.
Tjarter	— charter (v).
Tjek	— cheque.
Toestemming, vergunning	— permission, allowance.
Tolvry	— duty free.
Tonnemaat	— tonnage.
Toonbank, winkelbank	— shop counter.
Toonder, draer, houer	— bearer.
Transfer, oordrag, verplasing	— a transfer.
Transfereer, oorplaas, verplaas	— to transfer.
Trein . . . op haar tyd (die)	— the train (is) in due time.
Trekker	— drawer (a cheque).
Trekker van 'n wissel	— drawer of a bill.
Tussentydse diwidend	— interim dividend.

U.

U aandag te bepaal, vestig	— to draw your attention.
U goedgunstige konsiderasie	— your favourable consideration.
Uitbreiding	— extension, development.
Uiteindelik	— eventually.
Uitveër, kaoetjoek	— rubber, eraser.
U ten alle tye van ons beste aandag versekerende	— assuring you of our best attention at all times.

V.

Vakatuur (vakature)	— vacancy.
Valse tjek	— forged cheque.
Vaste deposita	— fixed deposits.
Verbaas(d)	— surprised.
Vereffening, kwyting	— settlement.
Vergunning, toestemming	— permission, allowance.
Verhandelbaar	— negotiable.
Verhoging (van salaris)	— increase (rise) of salary.
Verhuurder	— lessor.
Verkoop	— to sell.
Verkoopsbrief	— letter of sale.
Verkoopswaarde	— surrender value.
Verkoper	— seller.
Verlies	— loss.
Vermindering van waarde, slytasie	— depreciation.
Verplaas, oorplaas, trans- fereer	— to transfer.
Verrekeningskantoor	— clearing house.
Versekerende u van ons beste poging om volle tevredenheid te gee	— assuring you of our best endeavours to give you every (entire) satisfac- tion.
Versekerende van (u)	— assuring you of.
Versend, afstuur, verstuur	— despatch.
Verskaf, voorsien	— supply.
Verstuur, versend, afstuur	— despatch.
Verteenwoordig	— represent.
Verteenwoordiger	— representative.
Vervaardig, fabriseer	— to manufacture.
Verval	— to mature (due).
Vervaldag	— day of maturity, due date.

Vervolgens	—	subsequently.
Verwys	—	to refer.
Verwys na die lias	—	refer to the file.
Verwys na trekker (V/T)	—	refer to drawer (R/D).
Verwysnommer, indeks- nommer	—	reference number, index number.
Vir u rekening	—	on your account.
Volledige, breedvoerige	—	detailed, full.
Volledige informasie	—	detailed information.
Voordeliger pryse.	—	more remunerative prices.
Voorheen, oorlede	—	late.
Voorlopig	—	for the time being (pres- ent).
Voorraadopneming	—	stocktaking.
Voorradig in voorraad	—	in stock.
Voorreg	—	privilege.
Voorregkaartjie	—	privilege ticket.
Voorsien, verskaf	—	supply.
Voorskot gee	—	to advance, to make ad- vance.
Vragprys (oor land)	—	carriage.
Vragprys (oor see)	—	freight.
Vragprys (oor spoor)	—	railage, carriage.
W.		
Waarborg	—	guarantee.
Waarvoor ons u dank	—	for which we thank you.
Ware	—	wares.
Waspapier, deurslag	—	stencil.
Winkel	—	shop.
Winkelbank, toonbank	—	shop counter.
Winkelbediende	—	salesman.
Winkele	—	shopping.
Winkelgeld	—	shoptakings, cash takings.

Winkelier	—	shopkeeper.
Winkelluitstalling	—	shop display.
Wins, profyt	—	profit.
Wins- en verliesrekening	—	profit & loss account.
Wissel, bewys	—	bill, draft.
Wissel af te skrywe, te kansleer (om te)	—	to cancel a bill.
Wissel-betaalboek	—	bills-payable book.
Wisselboeke	—	bill books.
Wisselbrief	—	bill of exchange.
Wissel is betaalbaar op, verval (die)	—	the bill is due, matures.
Wisselklerk	—	bill clerk.
Wisselkoers	—	rate of exchange.
Wissel-ontvangeboek	—	bills-receivable book.
Wissel te aksepteer (om 'n)	—	to accept a bill.
Wissel te honoreer (om 'n)	—	to discount, honour a bill.
Wissel te vernuwe (om 'n)	—	to renew a bill.

Y.

Ysterwaarhandelaar	—	ironmonger.
Ysterware	—	hardware.

ABBREVIATIONS — AFKORTINGE.

Alphabetically arranged — Alfabeties gerangskik.

A.

<p>1. a.a.r. = against all risks A/c = account A/C = account current A.D. = Anno Domini (in the year of our Lord) A/D = after date Afft. = affidavit a.m. = ante meridiem (before noon) ans. = answer A/o (a.o.) = account of A/R = all risks Art. = article A/S = account sales A/V (ad. val.) = according to value</p>	<p>— t.a.r. = teen alle riesiko. — rek. = rekening. — R.K. = rekening koerant. — A.D. = Anno Domini (in die jaar van ons Heer). — n/d = na datum. — B.V. = Beëdigde verkla- ring. — v.m. = voormiddag. — ant. = antwoord. — r/v = rekening van. — A/R = alle riesiko. — art. = artikel. — V/R = verkoopsrekening. — v.w. = volgens waarde.</p>
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B.

<p>Bal. = balance B.B. = Bill Book B/E = Bill of Exchange B/L = Bill of Lading B.n. = Bank note B/P = Bills payable</p>	<p>— bal. = balans. — W/B = wisselboek. — B/W = Bankwissel (wis- selbrief). — L/B = Ladingsbrief (vragbrief). — B.n. = Banknoot. — B.W. = Betaalbare wis- sels.</p>
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B/R = Bills Receivable	—	O.W. = Ontvangbare wissels.
Bros. = Brothers	—	Gebr. = Gebroeders (broers).
B/S = Bill of Sale	—	V/B = Verkoopsbrief.

C.

C.A. = Chartered Accountant	—	G.R. = Getjarterde Rekenmeester.
C.A. = Certificated Accountant	—	G/R = Gesertifiseerde Rekenmeester.
C/A = Capital account	—	K/R = kapitaalrekening.
Capt. = Captain	—	Kapt. = Kaptein.
C.B. = Cash-Book	—	K/B = kasboek (kontantboek).
C.I.F. (c.i.f.) = Cost insurance freight	—	k.a.v. (K.A.V.) = Koste assuransie vraag.
C/N = Credit Note	—	K/B — Kredietbrief. (K/n. — Kredietnota).
Co. = Company	—	Ko. = Kompanjie (My. — maatskappy).
c/o = care of	—	p/a = per adres (s/v- sorg van).
C.O.D. = Cash on delivery	—	K.O.A. = Kontant op aflewering.
Com. = Commission	—	Kom. = Kommissie.
Cont. = contract	—	Kont. = kontrak.
C.P. = Cost price	—	K/P = Kosprys.
Cr. = Credit, creditor	—	Kr. = krediet, krediteur.

D.

D/A = Deposit Account	—	D/R = Depositorekening.
D/A = Documents against acceptance	—	D/A = Dokumente teen akseptasie (aanneming).

D/a = Days after acceptance	—	d/a = dae na akseptasie (aanneming).
D/d = Days after date	—	d/d = dae na datum.
Dept. = Department	—	Dept. = departement.
Dis. = Discount	—	Dis. = Diskonto.
Dist. = District	—	Dist. = Distrik.
D.L.O. (see R.L.O.)		
D/n = Debit note	—	D/b = Debetbriefie (D/n — debetnota).
D/O = Delivery Order	—	A/O = Afleveringsorder.
D/P = Documents against payment	—	D/B = Dokumente teen betaling.
Dr. = Debtor	—	Dr. = Debitteur.
D/S = Days after sight	—	D/S = Dae na sig.

E.

E. & O. E. = Errors & Omissions excepted	—	F. & W. U. = Foute en weglatings uitgesonder (behoudens alle vergissinge).
Ed. = Editor	—	Red. = Redakteur.
E.g. = Exempli Gratia (For example)	—	b.v. = Bevoorbeeld (byvoorbeeld).
etc. = et cetera (and the rest)	—	ens. = Ensovoorts (e.d.m. — en die meer).

F.

F.a.a. = Free of all average	—	V.a.a. = vry van alle awery.
F.a.s. = Free alongside ship	—	V.l.s. (V.L.S.) = Vry langs skip.
Fcp. = Foolscap	—	Fol. = Foliopapier.
F.i.t. = Free of income tax.	—	V.i.b. = Vry van inkomstebelasting.
Fo. = Folio	—	Fo. = Folio.

F.o.b. = Free on board
 Folg. = Following
 F.o.r. = Free on rail
 Ft. = Foot, feet

— V.a.b. = Vry aan boord.
 — Volg. = volgende.
 — V.o.s. = Vry op spoor.
 — Vt. = voet.

G.

G/A = General Average
 G.P.O. = General Post
 Office
 Gr. = Gross

— A/A = Algemene Awery.
 — A.P.K. = Algemene Post-
 kantoor.
 — Gr. = Gros.

H.

H.P. = Horse power

— p.k. = Perdekrag.

I.

I.B. = Invoice book
 id. idem = the same
 i/f = Insufficient funds
 in. = inch(es)

— F.B. = Faktuurboek.
 — id. idem. = dieselfde.
 — o/f = Onvoldoende
 fondse.
 — dm. = duim.

J.

J. P. = Justice of the
 Peace.
 Jr. = Junior

— V.R. = Vrederegter.
 — Jr. = Junior (die Jon-
 gere).

K.

Kg. = Kilogramme.
 K.p.b. = Kitchen, pantry,
 bathroom

— Kg. = kilogram.
 — K.s.b. = Kombuis, spens,
 badkamer.

L.

L/C = Letter of credit
 Ltd. = Limited

— K/B = Kredietbrief.
 — Bep(k.) = Beperk.

Max. = maximum
 M/d = Months after date
 Mem., Memo. = Memorandum
 Min. = minimum, minute
 MS(S) = Manuscript(s)
 M/s = Months after sight

No. = number
 Nom. = nominal

O.H.M.S. = On His Majesty's Service

Par. = Paragraph
 P.c. = per centum (%)
 Per. pro = Per procuratorem (as the authorised representative of)

P/N = Promissory Note
 P.O. = Post Office
 P.O. = Postal Order
 p.p. = per pro
 P.S. = Post scriptum
 P.T.O. = Please turn over

R/D = Refer to drawer

M.

— Maks. = Maksimum.
 — M/d = maande na datum.
 — Mem., memo. = memorandum.
 — Min. = mienimum, minuut.
 — MS(S) = Manuskrip(te).
 — M/s = maande na sig.

N.

— No. = nommer.
 — Nom. = nominaal(e).

O.

— I.S.M.D. = In Sy Majesteits Diens.

P.

— Par. = paragraaf.
 — P.S. = per sentum (%).
 — Per pro = per procuratorem (as die gemagtigde verteenwoordiger van).

— S/B = Skuldbewys.
 — P.K. = Poskantoor.
 — P.W. = Poswissel.
 — p.p. = per pro.
 — N.S. = Naskrif.
 — B.o. = Blaai om (S.O.S. — sien ommesyde).

R.

— V/T = Verwys na trekker.

Re = in regard to (referring to)

Recd. = received

Rect. = receipt

Reg. = registered

R. L. O. = Returned letter office

Sec. = secretary

Sen. = senior

Sgd. = signed

Sq. = square

T.T. = Telegraphic transfer

U.K. = United Kingdom

Ult. = Ultimo (of the last month)

U.S.A. = United States of America

Viz. = Videlicet, namely

Yd. = yard

& = and

° = degree

// = numbered

— i/s = in sake.

— Ontv. = ontvang.

— Kwit. = kwitansie.

— Gereg. = geregistreerd.

— O.B.K. = Onafgelewerde (onafgehaalde) brieuwkantor.

S.

— Sek. = sekretaris.

— Sen. = senior (die ouere).

— Get. = geteken.

— Vkt. = vierkant.

T.

— T.T. = Telegrafiese transfer.

U.

— V.K. = Verenigde koninkryk.

— I.I. = laaslede (van die laaste maand).

— V.S.A. = Verenigde State van Amerika.

V.

— NI. = Naamlik.

Y.

— Jt. = Jaart.

— & = en.

— ° = Graad.

— // = Gemerk.