

Abbreviations

acc.	account
a.m.	before noon (only morning)
a.s.a.p.	as soon as possible
acc.	copies to
co's	copy of
Co.	Company
e.g.	for example (examples, gratia)
exc.	except
excld.	excluding
f.a.s.	first of month
B.M.T.	Business Month Time
HQ	headquarters
l.c.	last in (del. ext.)
inc.	including
Inc.	Incorporated
Ltd	Limited
Mr	Sir (Commonwealth)
Mrs	Mrs (Commonwealth)
Miss	Miss
Mx	Mx (Commonwealth)
m.	month
p.m.	per annum
P.L.C.	Public Limited Company
p.m.	after noon (only morning)
p.l.n.	please turn over
Rd	Road
re	relating to
St	Street
St.	Street
v.a.t.	value added tax