

## Common abbreviations used in business

& Co.	and Company	lb or lbs	pounds (weight)
@	at (a price of) ...	Ltd	Limited
a/c	account	m.	meters (US) / metres (GB) or miles
admin.	administration	MD	managing director
approx.	approximately	misc.	miscellaneous
ASAP or asap	as soon as possible	N/A	not applicable
attn	for the attention of	No. (US #)	number
b/f	brought forward	oz.	ounces
c.c.	cubic centimetres	p.a.	per annum (per year)
c.c. or cc	carbon copy (usually now a photocopy) – or cubic centimetres	p.p.	per pro (on behalf of)
c/f	carried forward	PA	personal assistant
c/o	care of	par. or ¶ or §	paragraph
CEO	chief executive officer	PC	personal computer
Corp.	Corporation	PDQ	pretty damn quick(ly)
cu.	cubic	plc or p.l.c.	Public Limited Company
dept	department	POB	Post Office Box
do	ditto	PS or P.S.	postscript
doz. or dz.	dozen	Rd	Road
ea.	each	recd	received
eg or e.g.	for example	ref.	reference (number)
enc. or encl.	enclosures	Sq.	Square
etc.	et cetera / and so on	sq.	square (metres, feet, etc.)
ft	foot/feet	St	Street or Saint
ie or i.e.	that is / in other words	yd or yds	yards
in. or ins.	inches	®	registered trademark
Inc.	Incorporated	©	copyright
incl.	including/inclusive	™	trademark