

## ABBREVIATIONS AND CHARACTERS

## USED IN THIS WORK.

## ABBREVIATIONS.

|                                    |                                   |                                   |
|------------------------------------|-----------------------------------|-----------------------------------|
| <i>Ac't</i> .... Account.          | <i>Emb'd</i> .. Embroidered.      | <i>Mo.</i> .... Month.            |
| <i>Am't</i> .... Amount.           | <i>Ex</i> .... Example.           | <i>M</i> ..... Thousand.          |
| <i>Ans</i> .... Answer.            | <i>Exch</i> .... Exchange.        |                                   |
| <i>Apr</i> .... April.             | <i>Exp</i> .... Expenses.         | <i>No.</i> .... Number.           |
| <i>Ass't'd</i> .. Assorted.        |                                   | <i>Nov</i> .... November.         |
| <i>Aug</i> .... August.            |                                   |                                   |
| <i>Bal</i> .... Balance.           | <i>Fav.</i> .... Favor.           | <i>Oct.</i> .... October.         |
| <i>B.B.</i> .... Bill Book.        | <i>Feb.</i> .... February.        | <i>O.I.B.</i> .. Outward In-      |
| <i>Bbbs</i> .... Barrels.          | <i>Fig'd</i> .... Figured.        | voice Book.                       |
| <i>B.P.</i> .... Bills Payable.    | <i>Fol.</i> .... Folio.           | <i>p.</i> ..... Page.             |
| <i>B.R.</i> .... Bills Receivable. | <i>For'd</i> .... Forward.        | <i>Pay't</i> .... Payment.        |
| <i>Blk</i> .... Black.             | <i>Fr't</i> .... Freight.         | <i>P.C.B.</i> .. Petty Cash Book  |
| <i>Bd't</i> .... Bought.           | <i>F.C.B.</i> .. Folio Cash Book  | <i>Pd.</i> .... Paid.             |
| <i>Br'd</i> .... Brought.          | <i>F.O.B.</i> .. Free on Board.   | <i>Pkg.</i> .... Package.         |
|                                    | <i>F.P.A.</i> .. Free from parti- | <i>Pr.</i> .... Pair.             |
|                                    | cular average.                    | <i>pr., per.</i> .. By.           |
| <i>Cy</i> .... Currency.           | <i>Gal.</i> .... Gallon.          | <i>Prem.</i> .... Premium.        |
| <i>Cap</i> .... Capital.           | <i>G A</i> .... General average   | <i>P.A.</i> .... Particular aver- |
| <i>C.B.</i> .... Cash Book.        |                                   | age.                              |
| <i>Co</i> ..... Company.           | <i>Hhd</i> .... Hogshead.         | <i>P.D.B.</i> .. Page Day Book    |
| <i>Com</i> .... Commission.        | <i>I.B.</i> .... Invoice Book.    | <i>P.W.B.</i> .. Page Waste       |
| <i>Const.</i> .. Consignment.      | <i>Ins.</i> .... Insurance.       | Book.                             |
| <i>Cr</i> ..... Creditor.          | <i>Inst</i> .... Instant.         | <i>qr</i> ..... Quarter.          |
| <i>C.O.D.</i> .. Cash on delivery  | <i>Int.</i> .... Interest.        |                                   |
| <i>Cwt</i> .... Hundred weight     | <i>Inw.</i> .... Invoice.         | <i>Rec'd</i> .... Received.       |
|                                    | <i>Inv't</i> .... Inventory.      |                                   |
| <i>Dec.</i> .... December.         | <i>i.e.</i> ..... That is.        | <i>S.B.</i> .... Sales Book.      |
| <i>D't</i> .... Draft.             | <i>Jan</i> .... January.          | <i>Sept.</i> .... September.      |
| <i>Disc't</i> .. Discount.         | <i>J.F.</i> .... Journal Folio.   | <i>Ship't</i> .. Shipment.        |
| <i>do</i> ..... The same.          |                                   | <i>Sunds</i> .. Sundries.         |
| <i>dos.</i> .... Dozen.            | <i>lbs.</i> .... Pounds.          | <i>vis.</i> .... Videlicet.       |
| <i>Dr.</i> .... Debtor.            | <i>L.F.</i> .... Ledger Folio.    |                                   |
| <i>d's</i> .... Days.              |                                   | <i>Yds.</i> .... Yards.           |
| <i>ea</i> ..... Each.              | <i>Mar</i> .... March.            | <i>Yr.</i> .... Year.             |
| <i>E. E.</i> .... Errors Excepted  | <i>Mdse.</i> .. Merchandise.      |                                   |

## CHARACTERS.

|                         |                          |                     |
|-------------------------|--------------------------|---------------------|
| <i>ac't</i> .. Account. | <i>s.</i> .. Shilling.   | = Sign of Equality. |
| Ⓐ .. At or to.          | <i>d.</i> .. Pence.      | 1-4 One-fourth.     |
| % .. Per Cent.          | ✓ .. Check Mark.         | 1-2 One-half.       |
| \$ .. Dollars.          | + Sign of Addition.      | 1-3 One-third.      |
| c. .. Cents.            | - Sign of Subtraction.   | 3-5 Three-fifths.   |
| Ⓟ .. Per.               | × Sign of Multiplicat'n. | 5-3 Five-thirds.    |
| £ .. Pound Sterling.    | ÷ Sign of Division.      | 1-16 One-sixteenth. |