

Business Abbreviations

Abbreviations - Business Abbreviations

English

a.m. (ante meridiem)

Used with 12 hour clock after 00:00, but before 12:00

Danish

om morgenen

approx. (approximately)

Used with estimates

ca. (cirka)

attn. (to the attention of)

Used when in correspondence with specific person

att. (attention)

B.A. (Bachelor of Arts)

University title

BA (Bachelor)

CET (Central European Time)

Used in correspondence with businesses in other time zones

CET (Central European Time)

H.R.H. (His/Her Royal Highness)

Title for honorary people

H.K.H. (Hendes/Hans Kongelige Højhed)

i.e. (id est)

Used when clarifying something

dvs. (det vil sige)

inc. (incorporated)

Comes after certain business names

inc. (incorporated)

Ltd. (limited)

Comes after certain business names

A/S (aktieselskab)

n/a (not applicable)

Used when something does not need to be applied

Ikke tilgængelig

no. (number)

Used for orders

nr. (nummer)

p.a. (per annum)

Used when describing an annual occurrence or business practice

pr. år (pro anno)

Business Abbreviations

p.m. (post meridiem)

Used with 12 hour clock after 12:00, but before 00:00

om eftermiddagen

PTO (please turn over)

Indicates that there is correspondence on both sides of a page

vende

VP (vice president)

The second in command after the President

vicedirektør