

Office and Banking Vocabulary 2020

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- 1 order form
 - 2 receipt
 - 3 delivery note
 - 4 invoice
 - 5 statement
 - 6 process a document
 - 7 request a statement
 - 8 for services rendered
 - 9 to order goods
 - 10 to sell goods
 - 11 to purchase goods
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- 12 cheque account / -book
 - 13 savings account
 - 14 debit order
 - 15 credit order
 - 16 interest
 - 17 cash
 - 18 withdrawal / to withdraw
 - 19 deposit / deposit slip
 - 20 credit card
 - 21 debit card
 - 22 bank statement
 - 23 transfer money
 - 24 open / close an account
 - 25 teller
 - 26 director
 - 27 accountant
 - 28 exchange rate
 - 29 bank fees / bank charges
 - 30 electronic banking
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