

Abbreviations Allowed

REVISED 4/17/2009

Account/Accounting-----Acct/Accting
 Accounts Payable-----A/P
 Accounts Receivable-----A/R
 Administration/tive-----Admin.
 Admission-----Adm.
 Agent-----Agt.
 Agriculture/al-----Ag.
 Air Cond-----A/C
 Alabama-----AL
 Alaska-----AK
 All Wheel Drive-----AWD
 Aluminum-----Alum.
 AM/FM/Cassette-----AM/FM/Cass.
 American Kennel Club-----AKC
 Ampere-----Amp
 And-----&
 Apartment-----Apt.
 Applicant/Applications-----App.
 Appointment-----Appt.
 Appreciate-----Apprec.
 Approximately-----Approx.
 Arizona-----AZ
 Arkansas-----AR
 As Soon As Possible-----ASAP
 Assistant-----Asst.
 Association-----Assoc./Assn.
 Attention-----Attn.
 Automatic-----Auto, A/T
 Automotive/bile-----Auto.
 Available-----Avail.
 Avenue-----Ave.
 Average-----Avg.

 Barbeque-----BBQ
 Bath-----Ba.
 Bedroom-----Bdrm
 Best Offer-----B/O
 Black and White-----B&W
 Block-----Blk.
 Bookkeeper-----Bkpr.
 Boulevard-----Blvd.
 British Thermal Unit-----BTU
 Brothers-----Bros.
 Building-----Bldg.
 Bushel-----Bu.
 Business-----Biz

 California-----CA
 CA Drivers Lic.-----CDL
 Carat-----C
 Cash In Advance-----CIA
 Cash on Delivery-----DOD
 Cassette-----Cass.

Cellular-----Cell
 Central-----Cent.
 Central Heat/Air-----CHA
 Certified/cation-----Cert.
 Certified Hemo Dialysis Technician-----CHT
 Champion-----Champ
 Circle-----Cir.
 Colorado-----CO
 Commercial-----Comm'l.
 Commission-----Comm.
 Companct Disc-----CD

 Company-----Co.
 Condition-----Cond.
 Connecticut-----CT
 Construction-----Const.
 Contained-----Cont.'d
 Convalescent-----Conv't
 Convenient-----Conv.
 Conversion/Convertible-----Conv.
 Corner-----Cor.
 Corporation-----Corp.
 Corvette-----Vette
 Court-----Ct.
 Credit Check-----Cred. Ck.
 Crescent-----Cres.
 Cubic Centimeters-----CC
 Cubic Feet-----Cu. Ft.
 Cubic Inch-----Cu. In.
 Curriculum Vitae-----C.V.
 Customer Service-----Cust. Serv.
 Cylinder-----Cyl.

 Dealer-----Dlr
 Delaware-----D.E.
 Delivery/ed-----Del.
 Demonstrator-----Demo
 Depending on Experience-----DOE
 Deposit-----Dep.
 Digital Video Disc-----DVD
 Distributor-----Distr.
 District-----Dist.
 Division-----Div.
 Door-----Dr.
 Dozen-----Dz.
 Drive-----Dr.

 East-----E.
 Easy-----EZ
 Education-----Ed.
 Electrical/cian/tronics-----Elect.
 Elementary-----Elem.
 Engine-----Eng.
 Engineer/Engineering-----Eng'r/Eng'ring
 Entertain-----Ent.
 Equal Oppty Employer-----EOE

Equipment-----Equip.
Equivalent-----Equiv.
Established-----Estab'd.
Estimate-----Est.
Examination-----Exam.
Excellent-----Exc.
Expressway-----X-way
Extension-----Ext./X
Exterior-----Ext.
Evenings-----Eves.
Executive-----Exec.
Experience-----Exp.

Fathom-----Fm
Federal Housing Admin.-----FHA
Finance-----Fin.
Fireplace-----Frplc.
Flexible-----Flex.
Florida-----FL
Foot-----Ft.
Four Wheel Drive-----FWD
Freeway-----Fwy.
Friday-----Fri.
Fuel Injection-----F.I.
Full Charge-----F/C
Full time/Part Time-----F/T, P/T
Furniture/Furnished-----Furn.

Gallon-----Gal.
Garage-----Gar.
Guarantee/d-----Guar.
General-----Gen'l
General Motors-----GM
Generator-----Gen.
Georgia-----GA
Government-----Gov't.
Graduate-----Grad.
Gram-----Gm
Gross-----Gr
Guaranteed-----Guar'd

Hawaii-----HI
Heating, Ventilation, Air cond.-----HVAC
High Frequency-----HF
High School-----H.S.
High School Graduate-----HS Grad
Highway-----Hwy.
Home Owners Association-----HOA
Hospital-----Hosp.
Horsepower-----HP
Hour, Hours, Hourly-----Hr, Hrs, Hrly
Human Resouces-----HR

Idaho-----ID
Illinois-----IL
Immaculate-----Immac.
Immediate-----Immed.

Inboard/Outboard-----I/O
Inch-----In.
Includes/Including-----Incl.
Indiana-----ID
Individual-----indv'l
Industrial-----Ind'l.
Information-----Info
Insurance-----Ins.
Interior-----Int.
International-----int'l
Interstate-----I-XX (No. of Hwy)
Investment-----Inv't
Iowa-----IA

Junction-----Jct.

Kansas-----KS
Karat-----K
Kentucky-----KY
Kilogram-----Kg.
Kilometer-----Km
Kilowatt-----Kw
Knot-----Kn.

Lane-----Ln.
Large-----Lg.
License-----Lic.
Licensed Vocational Nurse-----LVN
Limited-----Ltd.
Lincoln-----Linc.
Lincoln Unified Scvhigh School District-----LUSD
Lincoln Village West-----LVW
Linear Foot-----Li. ft.
Linoleum-----Lino
Litre/Liter-----L
Location-----Loc.
Lodi School District-----Lodi S.D.
Long Wheel Base-----LWB
Louisiana-----LA
Los Angeles-----L.A.

Magnesium Wheels-----Mags
Maine-----ME
Maintenance-----Maint.
Male/Female--(must be used together)-----M/F
Manger-----Mgr.
Management-----Mgmt.
Manufacture/er/ing-----Mfg.
Market-----Mkt.
Maryland-----MD
Massachusetts-----MA
Maximum-----Max.
Mechanic/Mechanical-----Mech./Mech'l
Medical-----Med.
Meeting-----Mtg.
Message-----Msg.
Michigan-----MI

Microwave-----Micro.
 Mile-----Mi.
 Miles per Gallon-----MPG
 Miniature-----Mini
 Minimum-----Min.
 Minnesota-----MN
 Miscellaneous-----Misc.
 Mississippi-----MS
 Missouri-----MO
 Monday-----Mon.
 Monday-Friday-----Mon.-Fri.
 Montana-----MT
 Month-----Mo.
 Mount/Mountain-----Mt./Mtn.

 National-----Nat'l
 Nebraska-----NE
 Necessary-----Nec.
 Negotiable-----Nego.
 Nevada-----NV
 New Hampshire-----NH
 New Jersey-----NJ
 New Mexico-----NM
 New York-----NY
 North-----No./N.
 North Carolina-----NC
 North Dakota-----ND
 North East-----NE
 North West-----N.W.

 Office-----Ofc.
 Ohio-----OH
 Oklahoma-----OK
 Oldsmobile-----Olds
 On Approved Credit-----OAC
 Opposite-----Opp.
 Opportunity-----Oppt'y
 Or Best Offer-----OBO
 Oregon-----OR
 Organization-----Orgzn.
 Original-----Orig.
 Orthopedic Foundation for Animals-----OFA
 Ounce-----Oz.

 Package-----Pkg.
 Paid-----Pd.
 Park-----Pk.
 Parkway-----Pkwy
 Payment in Advance-----PIA
 Pennsylvania-----PA
 Permanent-----Perm.
 Photography-----Photo
 Pick-up (truck)-----P/U
 Pint-----Pt.
 Place-----Pl.
 Possible-----Poss.
 Pound-----Lb.

Power Brakes-----P/B
 Power Locks-----P/L
 Power Steering-----P/S
 Power Windows-----P/W
 Prefer/ence-----Pref.
 Prepaid-----Ppd.
 Prepare/Preparation-----Prep.
 Previous-----Prev.
 Private-----Pvt.
 Privileges-----Privs.
 Producer/Production-----Prod.
 Professor-----Prof.
 Professional-----Pro/Prof'l
 Public Relations-----P.R.
 Puerto Rico-----PR

 Quality Control-----Q.C.
 Qualify/ied/ications-----Qual.
 Quart-----Qt.

 Radial Tires-----Radials
 Realtor/Real Estae-----RE
 Recreation-----Rec.
 Recreational Vehicle-----R.V.
 Reference(s)-----Ref(s)
 Refrigerator-----Refrig.
 Register/Registered-----Reg./Reg'd
 Registered Nurse-----R.N.
 Regular-----Reg.
 Rehabilitate/ion-----Rehab.
 Remodel-----Remod.
 Repossession-----Repo.
 Representative-----Rep.
 Require/ed/ing/s-----Req./'d./'g./s.
 Residence-----Res.
 Revolutions Per Minute-----RPM
 Revolutions Per Second-----RPS
 Rhode Island-----RI
 Road-----Rd.
 Room-----Rm.
 Route-----Rte.

 Sacramento-----Sacto.
 San Francisco-----S.F.
 Saturday-----Sat.
 Secretary-----Sect'y
 Section-----Sect.
 Security-----Sec.
 Self Address Stamped Envelope-----SASE
 Service-----Serv.
 Short Wheel Base-----SWB
 South-----So./S.
 South Carolina-----SC
 South Dakota-----SD
 South East-----S.E.
 Speed-----Spd.
 Square-----Sq.

Square Foot-----Sq. Ft./SQ
Statistical-----Stat
Stockton-----Stkn.
Street-----St.
Sunday-----Sun.
Super Sport-----SS
Supertintendent-----Sup't.

Technician-----Tech.
Tempoary-----Temp.
Tennessee-----TN
Terrace-----Terr.
Texas-----TX
Thousand-----K
Thunderbird-----T-Bird
Thursday-----Thurs.
Trail-----Tr.
Trailer-----Trlr.
Transmission-----Tranny
Transportation/Transport-----Trans.
Tuesday-----Tues.
Two Wheel Drive-----2WD

Ultra High Frequency-----UHF
Unfurnished-----Unfurn.
Utah-----UT
Utilities-----Utils.

Vermont-----VT
Very High Frequency-----VHF
Veteran/Veterinarian-----Vet
Veteran's Administration-----VA
Vicinity-----Vic.
Virgin Islands-----VI
Virginia-----VA
Volkswagen-----VW

Warranty-----Warr.
Washington-----WA
Watt-----w
Wednesday-----Wed.
Week/ly/day-----wk/wkly/wkdy
West Virginia-----WV
Wisconsin-----WI
With----- w/
Words per Minute-----WPM
Wyoming-----WY

Yard-----Yd
Year/Years-----Yr./Yrs.