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建议阅读原文

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会计流程insufficient funds存款不足A \$25 fine for any check  
returned for insufficient funds will be charged to the tenant.若存款  
额不足遭退票 , 承租人须缴纳廿五元罚款。invoicen. 发票The

number of the purchase order is in the left-hand corner of your  
invoice.订单号码在你发票的左上角。ledgern. 分类帐Perhaps  
there was something not quite right about the files and the ledgers.也

许这些档案和分类帐有些地方不太对。non-paymentn. 未付 ;  
未缴Your telephone service has been suspended for non-payment  
of bill.您的电话由於帐单未付而被停话。outstandingadj. 未偿

付的Every month, the accounting department submits a report of  
bills outstanding.每个月 , 会计部会提出一份未付帐款报告

。overchargev. 索价过高 ; 溢收费用The hotel overcharged me  
for room service.这家旅馆超收了我的住房费用。 100Test 下载  
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