CHINESE BOOST

# Errands and services Chinese vocabulary list

95 words with pinyin, 繁體 and meanings, 91 of them with an example sentence.
Every word here links to its entry on the site.

Parts 1 2 3 4 5 6

Errands and services Chinese vocabulary list on the web
The same words as a CSV, for Anki or a spreadsheet
A free account, which keeps 简体 or 繁體, pinyin or 注音 and the rest of how you read Chinese on every device

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## HSK 3

### 办 辦

bàn to take care of (a matter) / to deal with (a task, procedure etc) / to organize (an event) / to handle / to investigate / to prosecute (a case or suspect) / office (as in 招辦|招办[zhao1 ban4], admissions office) (abbr. for 辦公室|办公室[ban4 gong1 shi4]) / to establish / to set up / to manage / to run (an enterprise)

> 我想办一张银行卡。
> Wǒ xiǎng bàn yì zhāng yínhángkǎ.
> I'd like to get a bank card.

### 护照 護照

hùzhào passport

> 去拿你的护照。
> Qù ná nǐ de hùzhào.
> Go get your passport.

### 银行 銀行

yínháng bank

> 银行在哪里?
> Yínháng zài nǎlǐ?
> Where is the bank?

### 银行卡 銀行卡

yínhángkǎ bank card

> 我想办一张银行卡。
> Wǒ xiǎng bàn yì zhāng yínhángkǎ.
> I'd like to get a bank card.

### 请假 請假

qǐngjià to request leave of absence

> 他刚请假走了。
> Tā gāng qǐngjià zǒule.
> He's just gone on leave.

### 丢 丟

diū to lose / to throw / to put aside

> 她害怕丢钱。
> Tā hàipà diū qián.
> She's afraid of losing money.

### 借

jiè to borrow / (used in combination with 給|给[gei3] or 出[chu1] etc) to lend / (sometimes followed by 著|着[zhe5]) by / with / to make use of / to avail oneself of

> 也借我用吧!
> Yě jiè wǒ yòng ba!
> Lend it to me too!

## HSK 4

### 表格

biǎogé form / table

> 请填写这份表格。
> Qǐng tiánxiě zhè fèn biǎogé.
> Please fill out this form.

### 请假条 請假條

qǐngjiàtiáo leave of absence request (from work or school)

> 请问，请假条要交给谁?
> Qǐngwèn, qǐngjiàtiáo yào jiāogěi shéi?
> Excuse me, who should I hand the leave request note to?

### 寄

jì to send by post / to mail / to entrust / to place in sb's care / to depend on / to attach oneself to / to reside temporarily / foster (as in 寄女[ji4 nu : 3] foster daughter)

> 我记得寄了信。
> Wǒ jìde jìle xìn.
> I remember mailing the letter.

### 取

qǔ to take / to get / to fetch / to choose

> 他们去了鸟取。
> Tāmen qùle niǎo qǔ.
> They went to Tottori.

### 办理 辦理

bànlǐ to handle / to transact / to conduct

> 请问在哪儿办理银行卡?
> Qǐngwèn zài nǎr bànlǐ yínhángkǎ?
> Excuse me, where can I get a bank card set up?

## 申请 申請
shēnqǐng to apply for sth / application form

> 我申请了签证。
> Wǒ shēnqǐngle qiānzhèng.
> I applied for a visa.

## 证件 證件
zhèngjiàn certificate / papers / credentials / document / ID

> 我的证件丢了。
> Wǒ de zhèngjiàn diū le.
> I lost my papers.

## 快递 快遞
kuàidì express delivery

> 请问，寄快递要多少钱?
> Qǐngwèn, jì kuàidì yào duōshǎo qián?
> Excuse me, how much does it cost to send something by express delivery?

## 会员 會員
huìyuán member

> 您有会员卡吗?
> Nín yǒu huìyuán kǎ ma?
> Do you have a points card?

## 通知
tōngzhī notice / notification / to notify / to inform

> 我该通知谁?
> Wǒ gāi tōngzhī shéi?
> Whom should I inform?

## 密码 密碼
mìmǎ cipher / secret code / password / PIN

> 你知道密码吗?
> Nǐ zhīdào mìmǎ ma?
> Do you know the password?

## 存
cún to deposit / to store / to keep / to exist / to survive

> 你存了多少钱?
> Nǐ cúnle duōshǎo qián?
> How much money did you save?

## 排队 排隊
páiduì to line up

> 您必须排队。
> Nín bìxū páiduì.
> You have to wait in line.

## 证明 證明
zhèngmíng to prove / to testify / to confirm the truth of / proof / certificate / identification / testimonial

> 你无法证明。
> Nǐ wúfǎ zhèngmíng.
> You can't prove that.

## 规定 規定
guīdìng to stipulate / to specify / to prescribe / to fix (a price) / to set (a quota) / regulations / rules / provisions / stipulations

> 办卡有什么规定吗?
> Bàn kǎ yǒu shénme guīdìng ma?
> Are there any rules for getting a card?

## 材料
cáiliào material / data / person who has the potential to do the job

> 材料将被提供。
> Cáiliào jiāng bèi tígōng.
> Materials will be provided.

## 办事 辦事
bànshì to handle (affairs) / to work

> 我下午要去银行办事。
> Wǒ xiàwǔ yào qù yínháng bànshì.
> I have to go to the bank this afternoon to take care of something.

## 报名 報名
bàomíng to sign up / to enter one's name / to apply / to register / to enroll / to enlist

> 我怎样报名参加呢?
> Wǒ zěnyàng bàomíng cānjiā ne?
> How do I sign up?

## 填写 填寫
tiánxiě to fill in a form / to write data in a box (on a questionnaire or web form)

> 请填写这份表格。
> Qǐng tiánxiě zhè fèn biǎogé.
> Please fill out this form.

### HSK 5

## 填
tián to fill or stuff / to fill in
chén long-lasting / for a long time

> 请填好这张表格。
> Qǐng tián hǎo zhè zhāng biǎogé.
> Fill out this form, please.

## 签名 簽名
qiānmíng to sign (one's name with a pen etc) / to autograph / signature

> 他们签名了吗?
> Tāmen qiānmíngle ma?
> Did they sign?

## 手续 手續
shǒuxù procedure / formalities

> 我们去办一下手续吧。
> Wǒmen qù bàn yíxià shǒuxù ba.
> Let's deal with the formalities.

## 邮局 郵局
yóujú post office

> 邮局在哪儿?
> Yóujú zài nǎr?
> Where is the post office?

## 登记 登記
dēngjì to register (one's name)

> 他们在登记房间。
> Tāmen zài dēngjì fángjiān.
> They are registering the room.

## 账户 賬戶

zhànghù account

> 你的账户空了。
> Nǐ de zhànghù kōng le.
> Your account is empty.

## 海关 海關

hǎiguān customs (i.e. border crossing inspection)

> 水果不能带过海关。
> Shuǐguǒ bùnéng dàiguò hǎiguān.
> You can't take fruit through customs.

## 保险 保險

bǎoxiǎn insurance / to insure / safe / secure / be sure / be bound to

> 他给自己投了保险。
> Tā gěi zìjǐ tóule bǎoxiǎn.
> He insured himself.

## 邮寄 郵寄

yóujì to mail / to send by post

> 包裹能邮寄到国外吗?
> Bāoguǒ néng yóujì dào guówài ma?
> Can a parcel be sent abroad by post?

## 配送

pèisòng to put together an order and deliver it (i.e. 配貨|配货 [pei4 huo4] and 送貨|送货[song4 huo4]) / to deliver (goods)

> 蔬菜会在早上七点配送。
> Shūcài huì zài zǎoshang qī diǎn pèisòng.
> The vegetables will be delivered at seven in the morning.

## 手续费 手續費

shǒuxùfèi service charge / processing fee / commission

> 办理这个证件需要一百块手续费。
> Bànlǐ zhège zhèngjiàn xūyào yìbǎi kuài shǒuxùfèi.
> Getting this document processed costs a hundred yuan in fees.

## 批准

pīzhǔn to approve / to ratify

> 我在等待批准。
> Wǒ zài děngdài pīzhǔn.
> I am waiting for approval.

## 提交

tíjiāo to submit (a report etc) / to refer (a problem) to sb

> 我已经把申请表提交了。
> Wǒ yǐjīng bǎ shēnqǐngbiǎo tíjiāole.
> I have already submitted the application form.

## 有效期

yǒuxiàoqī period of validity / sell-by date

> 护照的有效期还有半年。
> Hùzhào de yǒuxiàoqī háiyǒu bànnián.
> The passport is still valid for another six months.

## 过期 過期

guòqī to be overdue / to exceed the time limit / to expire (as in expiration date)

> 我的护照过期了。
> Wǒ de hùzhào guòqī le.
> My passport has expired.

## 罚款 罰款

fákuǎn to fine / penalty / fine (monetary)

> 在这里乱扔垃圾要交罚款。
> Zài zhèlǐ luànrēng lājī yào jiāo fákuǎn.
> You have to pay a fine for littering here.

## 领取 領取

lǐngqǔ to receive / to draw / to get

> 我能在机场领取机票吗?
> Wǒ néng zài jīchǎng lǐngqǔ jīpiào ma?
> Can I pick my ticket up at the airport?

## 证书 證書

zhèngshū credentials / certificate

> 做这份工作需要什么证书?
> Zuò zhè fèn gōngzuò xūyào shénme zhèngshū?
> What credentials do you need for this job?

## 注册 註冊

zhùcè to register / to enroll

> 不注册也行吗?
> Bú zhùcè yě xíng ma?
> Does it also work without registration?

## 签字 簽字

qiānzì to sign (one's name) / signature

> 他们签字了吗?
> Tāmen qiānzìle ma?
> Did they sign?

## 包裹

bāoguǒ bundle / parcel / package / to wrap up / to bind up

> 帮我抬包裹。
> Bāng wǒ tái bāoguǒ.
> Help me lift the package.

## 信封

xìnfēng envelope

> 我已经有信封了。
> Wǒ yǐjīng yǒu xìnfēngle.
> I already have an envelope.

## 邮票 郵票

yóupiào stamp

> 我收集邮票。
> Wǒ shōují yóupiào.
> I collect stamps.

## 问卷 問卷

wènjuàn questionnaire

> 请你填一下这份问卷，好吗?
> Qǐng nǐ tián yíxià zhè fèn wènjuàn, hǎo ma?
> Could you please fill in this questionnaire?

## 预约 預約

yùyuē to book / to make an appointment / booking / reservation

> 你有预约吗?
> Nǐ yǒu yùyuē ma?
> Do you have an appointment?

## 转账 轉賬

zhuǎnzhàng to transfer (money to a bank account)

## 服务台
fúwùtái service desk / information desk / reception desk / service desk / information desk / reception desk

> 服务台的人帮我叫了车。
> Fúwùtái de rén bāng wǒ jiàole chē.
> The person at the reception desk called a car for me.

## 自动取款机 自動取款機
zìdòngqǔkuǎnjī automated teller machine (ATM)

### HSK 6

## 取款
qǔkuǎn to withdraw money from a bank

> 你取款时别忘了拿卡!
> Nǐ qǔkuǎn shí bié wàngle ná kǎ!
> Don't forget to take your card when you withdraw money!

## 窗口
chuāngkǒu window / opening providing restricted access (e.g. customer service window) / computer operating system window / fig. medium / intermediary / showpiece / testing ground

> 她请他打开窗口。
> Tā qǐng tā dǎkāi chuāngkǒu.
> She asked him to open the window.

## 补办 補辦
bǔbàn to do sth after the time it should have been done / to do sth to make up for not having done it before / to reapply for (a lost document, card etc)

> 银行卡丢了，怎么补办?
> Yínhángkǎ diū le, zěnme bǔbàn?
> I lost my bank card. How do I get a replacement?

## 投诉 投訴
tóusù to lodge a complaint

> 邻居太吵，我想去投诉他。
> Línjū tài chǎo, wǒ xiǎng qù tóusù tā.
> My neighbour is too noisy, so I want to go and file a complaint about him.

## 代理
dàilǐ to act on behalf of sb in a responsible position / to act as an agent or proxy / surrogate / proxy

> 经理不在，谁来代理?
> Jīnglǐ bú zài, shéi lái dàilǐ?
> The manager is away, so who will fill in for him?

## 委托 委託
wěituō to entrust / to trust / to commission

> 我委托律师处理这件事。
> Wǒ wěituō lǜshī chǔlǐ zhè jiàn shì.
> I've entrusted a lawyer with handling this matter.

## 补偿 補償
bǔcháng to compensate / to make up

> 公司愿意补偿我们的损失。
> Gōngsī yuànyì bǔcháng wǒmen de sǔnshī.
> The company is willing to compensate us for our losses.

## 违规 違規
wéiguī to violate the rules

> 在这里停车是违规的。
> Zài zhèlǐ tíngchē shì wéiguī de.
> Parking here is against the rules.

## 备案 備案
bèi'àn to put on record / to file

> 网站上线前必须先备案。
> Wǎngzhàn shàngxiàn qián bìxū xiān bèi'àn.
> A website must be registered before it goes online.

## 盖章 蓋章
gàizhāng to affix a seal / to stamp (a document) / to sign off on sth

> 请在这里盖章，谢谢。
> Qǐng zài zhèlǐ gàizhāng, xièxie.
> Please stamp it here, thank you.

## 汇款 匯款
huìkuǎn to remit money / remittance

> 他每个月给家里汇款。
> Tā měige yuè gěi jiālǐ huìkuǎn.
> He remits money to his family every month.

## 查询 查詢
cháxún to check / to inquire / to consult (a document etc) / inquiry / query

> 他的查询很快就有了回答。
> Tā de cháxún hěn kuài jiù yǒule huídá.
> His inquiry got an answer very quickly.

## 提取
tíqǔ to withdraw (money) / to collect (left luggage) / to extract / to refine

> 我去银行提取了一些现金。
> Wǒ qù yínháng tíqǔle yìxiē xiànjīn.
> I went to the bank and withdrew some cash.

## 余额 餘額
yú'é balance (of an account, bill etc) / surplus / remainder

> 付完房租，卡里的余额不多了。
> Fù wán fángzū, kǎ lǐ de yú'é bù duō le.
> After paying the rent, there's not much balance left on the card.

## 开户 開戶
kāihù to open an account (bank etc)

> 我想在银行开户。
> Wǒ xiǎng zài yínháng kāihù.
> I'd like to open an account at the bank.

## 账单 賬單
zhàngdān bill

> 我认为你要看账单。
> Wǒ rènwéi nǐ yào kàn zhàngdān.
> I guess you want to see the bill.

HSK 7-9

## 缴费 繳費

jiǎofèi to pay a fee

> 您好，请问在哪里缴费？
> Nínhǎo, qǐngwèn zài nǎlǐ jiǎofèi?
> Excuse me, where do I go to pay the fee?

## 挂失 掛失

guàshī to report the loss of something

> 身份证丢了怎么挂失？
> Shēnfènzhèng diū le zěnme guàshī?
> How do I report a lost ID card?

## 柜台 櫃檯

guìtái sales counter / front desk / bar / (of financial trading, medicines etc) OTC (over-the-counter)

> 他独自坐在柜台旁。
> Tā dúzì zuò zài guìtái páng.
> He was sitting at the counter by himself.

## 审核 審核

shěnhé to audit / to investigate thoroughly

> 材料要仔细审核一遍。
> Cáiliào yào zǐxì shěnhé yíbiàn.
> The materials need to be checked carefully once through.

## 注销 註銷

zhùxiāo to cancel / to annul / to deregister / to write off

> 我想注销这张银行卡。
> Wǒ xiǎng zhùxiāo zhè zhāng yínhángkǎ.
> I'd like to cancel this bank card.

## 手册 手冊

shǒucè manual / handbook

> 请先看一下产品手册。
> Qǐng xiān kàn yíxià chǎnpǐn shǒucè.
> Please take a look at the product manual first.

## 缴纳 繳納

jiǎonà to pay (taxes etc)

> 你今年的社保缴纳了吗？
> Nǐ jīnnián de shèbǎo jiǎonàle ma?
> Have you paid your social insurance for this year?

## 税务 稅務

shuìwù taxation services / state revenue service

> 你应该去税务部门问一问。
> Nǐ yīnggāi qù shuìwù bùmén wèn yí wèn.
> You should go ask the tax authorities.

## 公证 公證

gōngzhèng notarization / notarized / acknowledgement

> 办理公证要带身份证吗？
> Bànlǐ gōngzhèng yào dài shēnfènzhèng ma?
> Do I need to bring my ID to get something notarized?

## 受理

shòulǐ to accept to hear a case / to handle (a service)

> 迟到的申请一律不予受理。
> Chídào de shēnqǐng yílǜ bùyú shòulǐ.
> Late applications will not be accepted, without exception.

## 理赔 理賠

lǐpéi to settle a claim / claims settlement / payment of claims

> 手机丢了，能理赔吗？
> Shǒujī diū le, néng lǐpéi ma?
> My phone is lost. Can I make a claim for it?

## 申报 申報

shēnbào to report (to the authorities) / to declare (to customs)

> 入境时有水果要申报吗？
> Rùjìng shí yǒu shuǐguǒ yào shēnbào ma?
> Do I have to declare fruit when entering the country?

## 邮政 郵政

yóuzhèng postal service / postal

> 现在邮政服务比以前快多了。
> Xiànzài yóuzhèng fúwù bǐ yǐqián kuài duō le.
> The postal service is much faster now than it used to be.

## 信件

xìnjiàn letter (sent by mail)

> 他扔了很多旧信件。
> Tā rēngle hěn duō jiù xìnjiàn.
> He threw away a bunch of old letters.

## 冻结 凍結

dòngjié to freeze (water etc) / to freeze (assets, prices etc)

> 天太冷，湖面都冻结了。
> Tiān tài lěng, hú miàn dōu dòngjiéle.
> It was so cold that the whole surface of the lake froze.

## 邮编 郵編

yóubiān postal code / zip code

> 填地址时别忘了写邮编。
> Tián dìzhǐ shí bié wàngle xiě yóubiān.
> Don't forget to write the zip code when you fill in the address.

## 凭证 憑證

píngzhèng proof / certificate / receipt / voucher

> 请保留好购物凭证。
> Qǐng bǎoliú hǎo gòuwù píngzhèng.
> Please keep your shopping receipt safe.

## 递交 遞交

dìjiāo to present / to give / to hand over / to hand in / to lay before

> 大使明天递交国书。
> Dàshǐ míngtiān dìjiāo guóshū.
> The ambassador will present his credentials tomorrow.

## 印章

yìnzhāng seal / signet / chop / stamp

> 请在合同上盖你的印章。
> Qǐng zài hétong shàng gài nǐ de yìnzhāng.
> Please put your seal on the contract.

## 支票

zhīpiào check (bank) / cheque

> 我们接受支票。
> Wǒmen jiēshòu zhīpiào.
> We accept checks.

## 执照 執照

zhízhào license / permit

> 为什么执照会被吊销?
> Wèishénme zhízhào huì bèi diàoxiāo?
> Why would a license get revoked?

## 申领 申領

shēnlǐng to apply (for license, visa etc)

> 他去办公室申领身份证。
> Tā qù bàngōngshì shēnlǐng shēnfènzhèng.
> He went to the office to apply for an ID card.

### Outside HSK

## 原件

yuánjiàn the original / original document / master copy

> 办签证请带上身份证原件。
> Bàn qiānzhèng qǐng dàishàng shēnfènzhèng yuánjiàn.
> Please bring your original ID card when applying for a visa.

## 邮资 郵資

yóuzī postage

## 滞纳金 滯納金

zhìnàjīn overdue fine / late fine