CHINESE BOOST

Errands and services Chinese vocabulary: HSK 5

28 words with pinyin, 繁體 and meanings, 26 of them with an example sentence.
Every word here links to its entry on the site.

Errands and services Chinese vocabulary: HSK 5 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

Chinese Boost. Licensed under a Creative Commons Attribution-ShareAlike 4.0 International Licence.

Words

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)