

Activity 5: Fill in the name of the documents.

Buyer write enquiry to several supplies to requests for quotation so as to compare prices and terms of payment.	
The buyer place an order for the goods.	
Buyer returns goods due to damages	
It is to inform the buyer of the goods to be dispatched and for them to make arrangement.	
It is to notify the buyer of the amount due on the goods supplied and inform of any discount offer.	
The proof of money received.	