

## UNIT 5

Read the note of a contractor explaining how his company handles invoices now.

This is what we used to do. Every day we got hundreds of invoices from different \_\_\_\_\_ (1). These went straight to the accounts \_\_\_\_\_ (2). Let's imagine that the invoice was for some \_\_\_\_\_ (3), say, a load of sand. The first thing they did was match the invoice with the \_\_\_\_\_ (4) order (to check that we had ordered the sand) and the delivery note (to check that the sand had been received). If the \_\_\_\_\_ (5) did not match, the invoice was sent back to the \_\_\_\_\_ (6). If they did \_\_\_\_\_ (7), the accounts department sent the invoice, together with the purchase order and the delivery note, to the project manager for \_\_\_\_\_ (8). Once the invoice was approved, the accounts \_\_\_\_\_ (9) entered the details into the books and filed the invoices in the accounts \_\_\_\_\_ (10) file. The payment was then dealt with, normally by bank \_\_\_\_\_ (11), within 30 days of receipt of the invoice. The invoices then went into the paid invoices file. These files were \_\_\_\_\_ (12) for ten years.

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|-----|---------------|--------------|---------------|-----------------|
| 1.  | A. buyers     | B. suppliers | C. customers  | D. companies    |
| 2.  | A. department | B. office    | C. branch     | D. company      |
| 3.  | A. equipment  | B. sites     | C. materials  | D. goods        |
| 4.  | A. note       | B. detail    | C. delivery   | D. purchase     |
| 5.  | A. invoices   | B. payments  | C. accounts   | D. documents    |
| 6.  | A. customer   | B. manager   | C. accountant | D. supplier     |
| 7.  | A. take       | B. meet      | C. watch      | D. match        |
| 8.  | A. delivery   | B. approval  | C. support    | D. receipt      |
| 9.  | A. department | B. section   | C. part       | D. organization |
| 10. | A. possible   | B. portable  | C. payable    | D. normal       |
| 11. | A. transfer   | B. transport | C. transmit   | D. supply       |
| 12. | A. provided   | B. kept      | C. prepared   | D. transmitted  |