# Business Documents Matching

| Column A | Column B |
|---|---|
| Acknowledgement | A. Corrects a mistake made on the invoice that resulted in the seller owing the buyer (most likely as a result of an overcharge or returns). |
| Advice Note | B. This is a bill for goods that were delivered to the buyer. It lets the buyer know how much he/she owes the seller for a particular shipment of goods. |
| Cheque | C. This document is usually shipped with the goods so that the buyer may check that he/she received the items stated. The buyer signs a copy of the this document to confirm that goods were received. |
| Credit Note | D. This is sent by the seller to let the buyer know that his/her order was received and that the seller is willing to supply the goods required. |
| Debit Note | E. This document is sent ahead of the goods to let the buyer know that the goods oar eon the way. |
| Delivery Note | F. This document is sent at the end of the month and summarizes all of the transactions between the seller and the buyer for a particular month. |
| Invoice | G. A bill for goods that is sent before the goods are shipped. Usually sent when the buyer is not a regular customer and goods are not being sold on a credit basis. Once payment is received, the goods are shipped. |
| Letter of Enquiry | H. This is a price list which lets the buyers know what goods the sellers have available and the prices and delivery terms. |
| Order | I. Corrects a mistake made on the invoice that resulted in the buyer owing the seller (most likely as a result of an undercharge). |
| Proforma Invoice | J. This is a document that is used to pay for goods. Upon receipt the seller may "cash" it at a bank or deposit it into their bank account. |
| Quotation | K. This is a request for information sent by a buyer to one or many sellers to find out what goods are available and their prices and delivery terms. |
| Statement of Account | L. This is a list of goods that the buyer would like the seller to fill and deliver. |

LIVEWORKSHEETS