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