Questions 1-6

Complete the form below.

*Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.*

CUSTOMER ORDER FORM

Example:

ORDER PLACED BY: ***John Carter***

ACCOUNT NUMBER **1** _____

COMPANY NAME **2** _____

Envelopes

Size **A4 normal**

Colour **3** _____

Quantity **4** _____

Photocopy paper

Colour **5** _____

Quantity **6** _____

Questions 7-9

*List **THREE** additional things that the man requests.*

*Write **NO MORE THAN THREE WORDS** for each answer.*

7 _____

8 _____

9 _____

Questions 10

Complete the notes.

*Write **NO MORE THAN THREE WORDS** for your answer.*

Special instructions: Deliver goods **10** _____

LIVEWORKSHEETS