

7. Invoicing – La facturation

**In LiveWorksheets, the spelling must be exact.
If you misspell the word, it will be counted wrong.**

Type the correct vocabulary word into the text box in each sentence. Some sentences have more than one text box. Be careful of your spelling!

Exercice 9 Les mots à connaître : Invoicing

Complétez les phrases avec tous les mots de l'encadré en les conjuguant ou en les mettant au pluriel si nécessaire.

- 1 If you use ink* from another manufacturer, the warranty for your printer will be
- 2 I forgot to pay the electricity and received a from the company.
If I don't pay 7 days, they will cut off* my power!
- 3 The reminder letter said to it if I had already paid.
- 4 Make sure you send all our official correspondence using our company
- 5 When you a cheque, don't forget to get the manager to sign it.
- 6 The should be easily visible in any invoice, but in this document, they are at the end,
in the
- 7 Please make your check to ABC Ltd.
- 8 We have a lot of debts that we must pay in order to avoid* problems with our main
- 9 Do you a in the event of late payment?
- 10 The is \$525 including using our preferred carrier.
- 11 Payment is, we are just waiting for the bank to clear* the check.
- 12 There is a for ordering below a certain number of
- 13 Could you please give me your number?

Write the letter (only the LETTER) of the correct response in the text box.

Exercice 10 Les familles de mots

Complétez chaque phrase avec le mot qui convient.

- 1 We will send you the invoice for your as soon as you return the form.
(A) subscribe
(B) subscribed
(C) subscriber
(D) subscription
- 2 a client is much more problematic than the opposite, as the store loses money.
(A) Charging
(B) Overcharging
(C) Recharging
(D) Undercharging
- 3 The building me of where I went to college.
(A) remind
(B) reminded
(C) reminder
(D) reminiscent

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- 4 The of the check must have sufficient funds to cover its amount.
- (A) issue
 - (B) issues
 - (C) issuer
 - (D) issuing
- 5 Please contact the service if you have any questions regarding your payment.
- (A) bill
 - (B) invoice
 - (C) invoicing
 - (D) billed
- 6 Your was not properly packaged.
- (A) ships
 - (B) shipping
 - (C) shipment
 - (D) shipped
- 7 Could you please phone us today your order?
- (A) regard
 - (B) regarding
 - (C) disregard
 - (D) regardless
- 8 It is to your that you wish to continue your education.
- (A) credit
 - (B) credits
 - (C) creditor
 - (D) credited
- 9 There is one that is malfunctioning.
- (A) unitary
 - (B) unity
 - (C) unite
 - (D) unit
- 10 on the amount due, you will have to pay either in cash or by credit card.
- (A) Append
 - (B) Dependent
 - (C) Pending
 - (D) Depending

Exercice 11 Les mots qui ont plusieurs sens

Trouvez un mot dans l'encadré *Invoicing* p. 52 qui correspond à tous les sens de chaque ligne.

- 1 a problem / supply (vb) / a copy of a magazine :
- 2 late, unpaid / excellent :
- 3 ask for payment / replenish a battery / officially accuse someone of a crime :
- 4 canceled or expired / lacking / empty :
- 5 a financial penalty / good (weather) / small :

Exercice 12 Les synonymes

Trouvez les cinq paires de synonymes parmi les mots suivants.

bill charge overdue fee outstanding
invalid disregard invoice void ignore

- bill = • invalid =
- charge = • disregard =
- overdue =