The Office Shop's printer isn't working properly, so some parts of the invoice below are not clear. Look at the invoice and complet the sentences below with these words and phrases. Drag the answers.

delivery date | invoice | subtotal | quantity | discount | payment date | price per unit

1. The [ ] number is 0479.
2. For a packet of folders the [ ] is £2.50.
3. A [ ] of 50 black pens is ordered by Hudson Hats.
4. The [ ] is £175.
5. Hudson Hats is getting a 10% [ ].
6. The [ ] is 8th August.
7. The [ ] is 45 days from delivery.



The Office Shop

To: Hudson Hats

Invoice Number: 0479

Date: 4/08/2022

Item	Quantity	Price per unit	Total
Packet of folders (10 units per packet)	1	£25.00	£25.00
Black pens	50	£3.00	£150.00
		Subtotal	£175.00
		Discount: 10%	£17.50
		Total:	**£157.50**

Delivery date: 8th August

Payment date: 45 days from delivery

Complete the missing days of the week or months of the year.

1. May, [ ], July
2. [ ], Saturday, Sunday
3. January, [ ], March
4. March, [ ], [ ]
5. Monday, [ ], [ ]
6. October, [ ], [ ]
7. July, August, [ ]
8. [ ], [ ], Tuesday

Complete the sentences. Type the answers.

1. The fourth day of the week is [ ].
2. The third month of the year is [ ].
3. The first month of the year is [ ].
4. The seventh day of the week is [ ].
5. The second day of the week is [ ].
6. The tenth month of the year is [ ].

0% **Workbook: Page 11**

Read the sentences and choose the correct response.

1. How many black pens have we got?
   - ○ a. What about writing pads?
   - ○ b. Two boxes.
2. I can't find any highlighters.
   - ○ a. I'll order half a dozen packets.
   - ○ b. How many yellow highlighters are there?
3. I'd like to order some paper, please.
   - ○ a. How many would you like of each?
   - ○ b. What quantity do you need?
4. We're running low on paper clips.
   - ○ a. Yes, and we've run out of staples, too.
   - ○ b. Each box has got 100 paper clips.

LIVEWORKSHEETS

Complete the words or phrases in each sentence with the missing letters. Type the answers.

1. We are _ paper. We need to order paper tocay.

r _ _ i _ g l _ _ o _

3. We need these supplies quickly. Can you make the _ today?

d _ l _ _ _ _

5. We mustn't _ envelopes. There should always be some in the office.

r _ _ c _ _ o _

7. The total is £1,000, but we can make two _ .

p _ _ m _ _ _

2. I didn't order toner cartridges from The Office Shop because the _ was very high.

p _ _ _ _

4. These ring binders cost a lot, but they are excellent _ .

q _ a _ _ _ _

6. I want to make a very big order. Can you _ to our company?

g _ v _ a r _ _ u _ _ _ _ _

LIVEWORKSHEETS