

Types of Business Documents

a memo or email would be a example of this type of document

this document would be used to accomplish external sales, internal purchases or business to business realtionships

provide information about your organization in a creative way

Dynamic, and include financial data, receipts.

these would include applications and invoices

Proposals

Newsletters

Forms

Reports

Letters

FORM

1. A company is requesting a purchase of goods from another company and are needing to negotiate and set a purchase price of the goods they are buying from the supplying company.

PROPOSAL

2. Employees are being notified of the dates of this years coming Christmas holiday that the company will be closed for.

REPORTS

3. Auditors are asking for balance sheets and financial statements for the year 2020.

MEMO

4. A document is needed for students of GICA to apply for the "Student of the Year" award.

LETTER

5. An email is sent to an employee stating their termination date.

NEWSLETTE

6. The Amandala is asking for an entry to their newspaper highlighting the 3 Kart racers that attended the Jr. Pan American Games.