UNIT 5

Read the note of a contractor explaining how his company handles invoices now.

This is what we used to do. Every day we got hundreds of invoices from different _________ (1). These went straight to the accounts _________ (2). Let's imagine that the invoice was for some _________ (3), say, a load of sand. The first thing they did was match the invoice with the _________ (4) order (to check that we had ordered the sand) and the delivery note (to check that the sand had been received). If the _________ (5) did not match, the invoice was sent back to the _________ (6). If they did _________ (7), the accounts department sent the invoice, together with the purchase order and the delivery note, to the project manager for _________ (8). Once the invoice was approved, the accounts _________ (9) entered the details into the books and filed the invoices in the accounts _________ (10) file. The payment was then dealt with, normally by bank _________ (11), within 30 days of receipt of the invoice. The invoices then went into the paid invoices file. These files were _________ (12) for ten years.

1.	A. buyers	B. suppliers	C. customers	D. companies
2.	A. department	B. office	C. branch	D. company
3.	A. equipment	B. sites	C. materials	D. goods
4.	A. note	B. detail	C. delivery	D. purchase
5.	A. invoices	B. payments	C. accounts	D. documents
6.	A. customer	B. manager	C. accountant	D. supplier
7.	A. take	B. meet	C. watch	D. match
8.	A. delivery	B. approval	C. support	D. receipt
9.	A. department	B. section	C. part	D. organization
10.	A. possible	B. portable	C. payable	D. normal
11.	A. transfer	B. transport	C. transmit	D. supply
12.	A. provided	B. kept	C. prepared	D. transmitted