



## 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