English in Logistics | Unit 5 Logistics Documents and Forms

Name: | Nickname:

Student I.D. | Date:

Scenario 1: Requesting an Invoice (Roles: Customer – Staff)

A (Customer): Hello, I need the invoice for my order.

B (Staff): Sure. May I have your order number?

A: Yes, it is 2458.

B: Thank you. I will send the invoice by email.

A: When will I receive it?

B: Within today.

A: That's good. Thank you very much.

B: You're welcome.

Scenario 2: Checking the Packing List (Roles: Warehouse Staff – Driver)

A (Staff): Do you have the packing list for this shipment?

B (Driver): Yes, I have it here.

A: How many boxes are listed?

B: There are ten boxes.

A: Let me check the goods.

B: Sure, please check.

A: Everything matches the packing list.

B: Great. I will load the goods now.

Scenario 3: Delivering Goods and Signing Documents (Roles: Driver – Customer)

A (Driver): Hello, I have a delivery for you.

B (Customer): Yes, please come in.

A: Here is the delivery note.

B: Let me check the goods first.

A: Sure, take your time.

B: Everything is correct.

A: Please sign the delivery note.

B: Done. Thank you.

LIVEWORKSHEETS