

## 7. Invoicing – La facturation

**In LiveWorksheets, the spelling must be exact.  
If you misspell the word, it will be counted wrong.**

Type the correct vocabulary word into the text box in each sentence. Some sentences have more than one text box. Be careful of your spelling!

## Exercice 9 Les mots à connaître : Invoicing

Complétez les phrases avec tous les mots de l'encadré en les conjuguant ou en les mettant au pluriel si nécessaire.

- 1 If you use ink\* from another manufacturer, the warranty for your printer will be .....
- 2 I forgot to pay the electricity ..... and received a ..... from the company.  
If I don't pay ..... 7 days, they will cut off\* my power!
- 3 The reminder letter said to ..... it if I had already paid.
- 4 Make sure you send all our official correspondence using our company .....
- 5 When you ..... a cheque, don't forget to get the manager to sign it.
- 6 The ..... should be easily visible in any invoice, but in this document, they are at the end,  
in the .....
- 7 Please make your check ..... to ABC Ltd.
- 8 We have a lot of ..... debts that we must pay in order to avoid\* problems with our main .....
- 9 Do you ..... a ..... in the event of late payment?
- 10 The ..... is \$525 including ..... using our preferred carrier.
- 11 Payment is ....., we are just waiting for the bank to clear\* the check.
- 12 There is a ..... for ordering below a certain number of .....
- 13 Could you please give me your ..... number?

Write the letter (only the LETTER) of the correct response in the text box.

## Exercice 10 Les familles de mots

Complétez chaque phrase avec le mot qui convient.

- 1 We will send you the invoice for your ..... as soon as you return the form.  
 (A) subscribe  
 (B) subscribed  
 (C) subscriber  
 (D) subscription
- 2 ..... a client is much more problematic than the opposite, as the store loses money.  
 (A) Charging  
 (B) Overcharging  
 (C) Recharging  
 (D) Undercharging
- 3 The building ..... me of where I went to college.  
 (A) remind  
 (B) reminded  
 (C) reminder  
 (D) reminiscent

## VOCABULARY Quiz 7 QUIZ

- 4 The ..... of the check must have sufficient funds to cover its amount.
  - (A) issue
  - (B) issues
  - (C) issuer
  - (D) issuing
- 5 Please contact the ..... service if you have any questions regarding your payment.
  - (A) bill
  - (B) invoice
  - (C) invoicing
  - (D) billed
- 6 Your ..... was not properly packaged.
  - (A) ships
  - (B) shipping
  - (C) shipment
  - (D) shipped
- 7 Could you please phone us today ..... your order?
  - (A) regard
  - (B) regarding
  - (C) disregard
  - (D) regardless
- 8 It is to your ..... that you wish to continue your education.
  - (A) credit
  - (B) credits
  - (C) creditor
  - (D) credited
- 9 There is one ..... that is malfunctioning.
  - (A) unitary
  - (B) unity
  - (C) unite
  - (D) unit
- 10 ..... on the amount due, you will have to pay either in cash or by credit card.
  - (A) Append
  - (B) Dependent
  - (C) Pending
  - (D) Depending

### Exercice 11 Les mots qui ont plusieurs sens

Trouvez un mot dans l'encadré *Invoicing* p. 52 qui correspond à tous les sens de chaque ligne.

- 1 a problem / supply (vb) / a copy of a magazine : .....
- 2 late, unpaid / excellent : .....
- 3 ask for payment / replenish a battery / officially accuse someone of a crime : .....
- 4 canceled or expired / lacking / empty : .....
- 5 a financial penalty / good (weather) / small : .....

### Exercice 12 Les synonymes

Trouvez les cinq paires de synonymes parmi les mots suivants.

bill                  charge                  overdue                  fee                  outstanding  
invalid              disregard              invoice              void              ignore

- bill ..... = ..... • invalid ..... = .....
- charge ..... = ..... • disregard ..... = .....
- overdue ..... = .....