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

LIVEWORKSHEETS