

| Complete the office supplies inventory. Choose the correct answer. Look at the pictures in Exercise 5 to help you.

1. rolls / boxes • 3. pairs / rolls
2. pairs / boxes • 4. packets / rolls

File	Home	Insert	Page	Layout	Formulas	Data
Office Supplies Inventory						
Item	Quantity					
Paper	15 ^{1.}					
Pens	50 blue 30 red 60 black					
Writing pads	12 pads					
Scissors	3 ^{2.}					
Sticky tape	23 ^{3.}					
Highlighters	5 ^{4.} of 5 plus 20 yellow highlighters					
Folders	13					

Tip!

We write dates like this: 14th May, 22nd September, 21st December, etc. But when we say them, we say the 14th of May, the 22nd of September, the 21st of December, etc.

Answer the questions by giving the correct date.

1. When is New Year's Eve?

.....

2. When is New Year's Day?

.....

3. What is the date before 1st May?

.....

4. When is Easter this year?

.....

5. When is your birthday?

.....

6. When is Christmas Day?

.....

Match the words in A to their meanings in B.

A

1. price
2. quality
3. payments
4. give a reduction
5. run low on
6. run out of
7. delivery

B

- a. sums of money to pay over time
- b. not have any
- c. how much you pay for something
- d. not have much
- e. offer for less money
- f. how good something is
- g. transport of items to a location

| 5 Complete the invoice with the words below.

subtotal • price per unit • invoice • payment date
quantity • discount • delivery date

Smithson Office Supplies

To: Lookgood Cosmetics

a. Number: 0354

Date: 03/08/2022

Item	b.	c.	Total
Writing Pads	30	£0.40	£12.00
Staplers	5	£0.60	£3.00
Folders	5	£1.00	£5.00
	d.		£20.00
	e. : 20%		– £4.00
			Total: £16.00

f. : 4th August

g. : 30 days from delivery

Comments: Special delivery!