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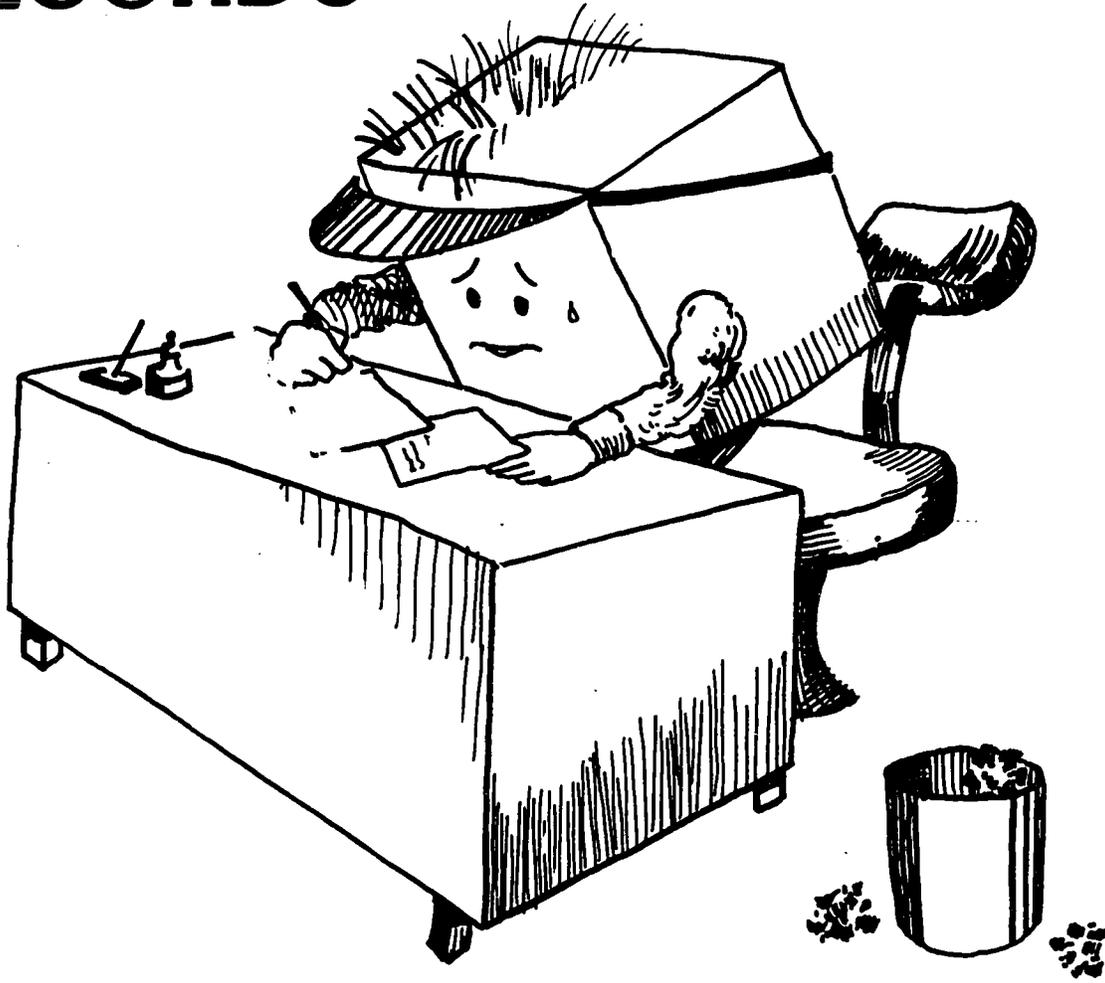
ABSTRACT This secondary unit of instruction on preparing simple business records is one of sixteen Common Core Units in Business Education (CCUBE). The units were designed for implementing the sixteen common core competencies identified in the California Business Education Program Guide for Office and Distributive Education. Each competency-based unit is designed to facilitate personalized instruction and may include five types of materials: (1) a teacher's guide, which provides specific strategies for the units as well as suggestions for the use of the materials; (2) a student manual, which directs the student through the unit's activities and jobs and brings the student to the competency level for the unit; (3) working papers, which are consumable materials used in completing the jobs and activities described in the student manual; (4) pre/post tests and quizzes; and (5) suggested electronic media. A strategies manual and the California Business Education Program Guide and supplements are also available--see note. (LRA)

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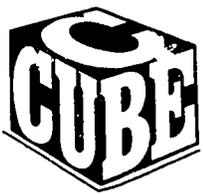


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PREPARING SIMPLE BUSINESS RECORDS



CE 027 599



COMMON
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UNITS IN
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PREPARING SIMPLE BUSINESS RECORDS

Written by

GEORGE P. DELLIS

**Oakland Public Schools
Oakland, California**

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WHAT'S IT ALL ABOUT ?????? WHAT AM I GOING TO DO ?????? WHAT IS EXPECTED OF ME ?????? WHAT SHOULD I EXPECT OF MYSELF ?

You should understand that this unit is of no value to you unless you **CAN** or **WILL** prepare the forms in it legibly (so they can be clearly read) and neatly.

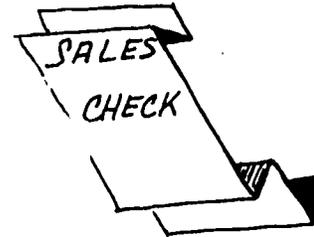
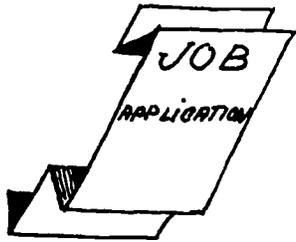
HERE IS WHAT YOU WILL BE DOING:

1. You will complete an employment application, and application for a Social Security number, and a withholding exemption form which will be judged for accuracy, legibility, and completeness by your instructor.
2. On a short employment test using simple math computations, you should score 31 out of the 35 correctly.
3. You will analyze 16 lines on a sales slip and judge if any of them are incomplete, have inaccuracies, or are illegible. Your judgment should be correct for at least 13 of the 16 lines.
4. On a memo containing abbreviations and symbols, you should identify at least 36 of the 43 items correctly.
5. You are to complete 12 sales slips and 4 bank credit card forms with no more than 8 inaccuracies in the math computations and no more than 6 mistakes on the other parts of the forms.
6. You are to complete a "Daily Sales Summary Sheet" with 100% accuracy.
7. You are to complete 8 "Important Message" forms with 4 or less mistakes for all of them.
8. You are to complete 2 "Inventory Control Sheets" with no errors.
9. You are to complete 2 "Purchase Order" forms with 100% accuracy.
10. You are to "check-off" items on 2 "Invoices" with all items "checked-off" correctly.
11. You are to prepare a "Returned Goods Voucher" with no errors.
12. You are to prepare a "Bank Deposit" ticket 100% accurately.

FINALLY,

YOU WILL BE EXPECTED TO HAVE AT LEAST 90% OF YOUR POST-TEST CORRECT.

FILLING OUT BUSINESS FORMS and PREPARING BUSINESS RECORDS

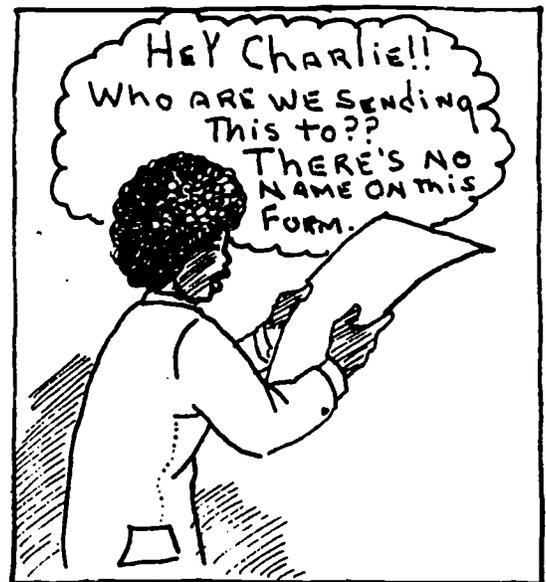
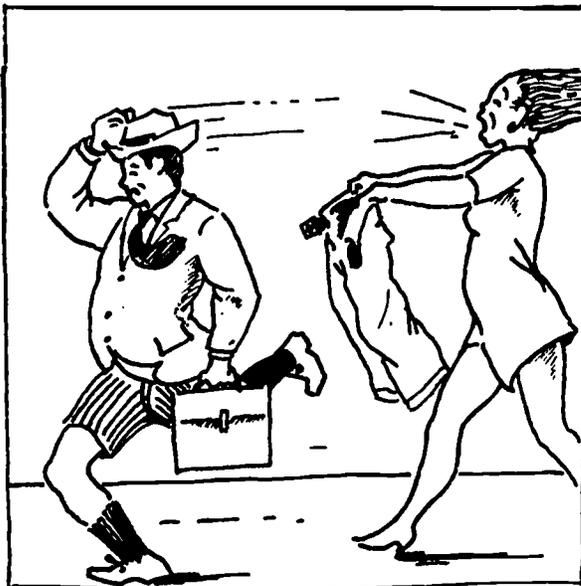


IS A LOT LIKE GETTING DRESSED TO GO TO

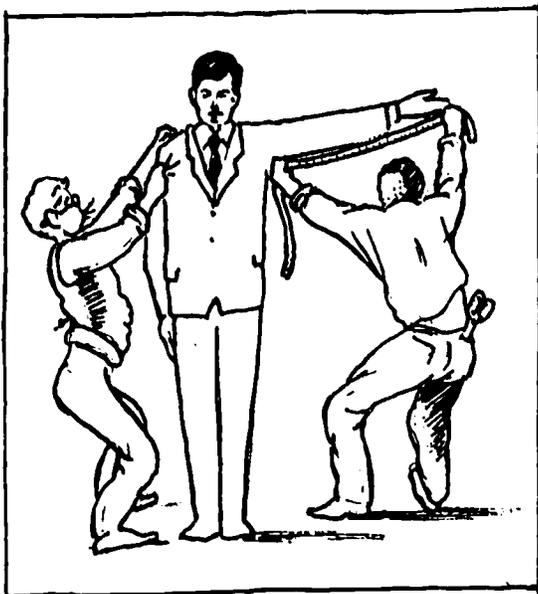


If you want to be properly dressed, you must be completely dressed.

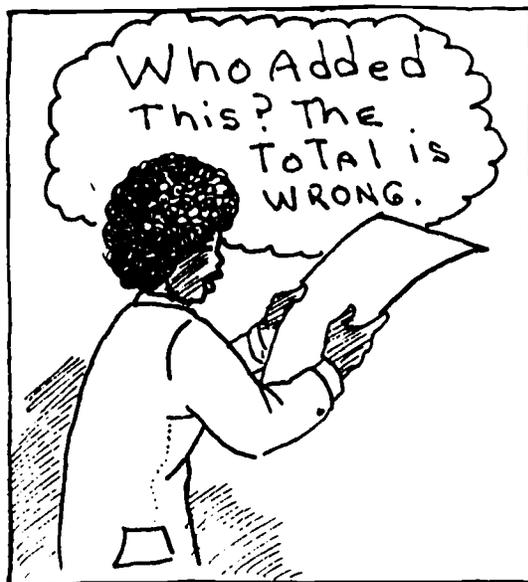
If you want a proper business record, it must be complete.



You must be accurately fitted to be thought of as properly dressed.



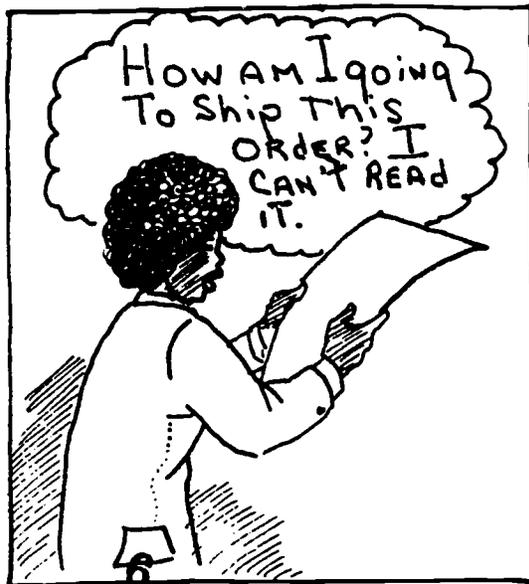
Your business form must be accurate; otherwise, it is not properly prepared.



You are not considered well-dressed unless you are neatly dressed.



Your business form must also be neat. The information on it must be legible.



People in business use and depend upon business forms and records of all kinds. SALES SLIPS! PURCHASE ORDERS! INVOICES! BILLS! CHECKS! BANK STATEMENTS! INVENTORY SHEETS! PAYROLL RECORDS! RECEIPTS! GOVERNMENT FORMS! DRAFTS! and more forms!



Take the case of John Bruckner and his wife! Several years ago they opened a small clothing store in a neighborhood section of a large California city. They carried clothes for men, women, children, and infants. They catered to people who needed "work clothes." Their customers expected the store to supply many of their clothing needs, including fashion merchandise. As their business grew, so did their need for more and better business records grow.



One day John and his wife decided the time had come to hire someone to help them. They wanted a responsible and capable young person. They wanted someone who could be depended upon to be to work on time every day and who could handle responsibilities accurately and thoroughly. They needed someone to sell clothing, help with stockkeeping, and to perform some clerical tasks. They would provide such a young person with a good salary and valuable training.

Activity 1

You have decided to apply for this job. Turn to page 1 of your Working Papers and complete the job application. When you finish, bring it to your instructor to be checked for accuracy, legibility, and completeness. Print in blue or black ink.

The Bruckners are satisfied with your application and will consider you for the job. However, before they hire anyone, they want you to take a short employment test which consists of some math computations.

Activity 2

Turn to page 2 of your Working Papers. Follow the directions given on the test.

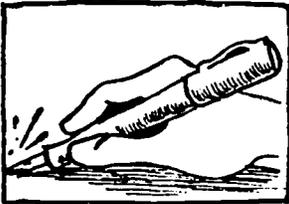
DO YOU HAVE A SOCIAL SECURITY CARD? You need a Social Security number in order to receive a pay check. It is the law. This is an example of the form to use when applying for a Social Security number.

Whether or not you did well on the employment test, you have been hired on a trial basis. The Bruckners are impressed with you. But, if you did not do well on the employment test, they expect you to learn and improve your ability to handle math computations well.

1	YOUR FULL NAME YOU WILL USE ON WORK OR BUSINESS	ROBERT L LONG	6	YOUR DATE OF BIRTH (Month Day Year)	MAY 1944
2	YOUR FULL NAME GIVEN YOU AT BIRTH	ROBERT LOUIS LONG	7	YOUR PRESENT AGE (Age or last birthday)	21
3	PLACE OF BIRTH (City, County of Birth, State)	HOUSTON HARRIS TEXAS	8	YOUR COLOR OR HAIR	White
4	MOTHER'S FULL NAME (Include maiden name)	NORA ROSE KINNEY	9	YOUR COLOR OF EYES	Blue
5	FATHER'S FULL NAME (Indicate if mother being or dead)	ALFRED FRANCIS LONG	10	STATE YOU WERE BORN IN AND FOR OR WITH A SOCIAL SECURITY NUMBER, OR THE ACCOUNT NUMBER	TEXAS 1960 000-00-0000
11	YOUR HOME ADDRESS (Street and Box, R.F.D. Box or Rural Route)	1542 MAPLE STREET MENTOR, OHIO 44060	12	YOUR SIGNATURE	Robert L. Long
12	YOUR DATE	AUG. 11, 1965	13	YOUR TELEPHONE NUMBER	243-1470

Activity 3

Even if you already have a Social Security card and number, turn to page 3 in your Working Papers and complete the Social Security form. Have your instructor check your completed form.



You have filled out a JOB APPLICATION, taken an EMPLOYMENT TEST, and completed a SOCIAL SECURITY FORM. There is one more form to be completed before you can begin working — "EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE." The number of exemptions you claim on this form will determine how much of your salary the store will withhold from your paycheck for income taxes. The more exemptions you claim, the less they withhold. Study the example below carefully.

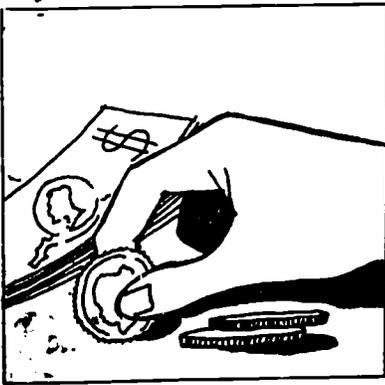
EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE								
Form W-4 U.S. Treasury Department Internal Revenue Service								
Print Full Name _____	Social Security Account Number _____							
Print Home Address _____	City _____	Zone _____	State _____					
HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS								
1. If SINGLE , and you claim an exemption, write the figure "1"								
2. If MARRIED , one exemption each is allowable for husband and wife if not claimed on another certificate.								
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; padding: 5px;">(a) If you claim both of these exemptions, write the figure "2"</td> <td rowspan="3" style="font-size: 3em; padding: 0 10px;">}</td> <td rowspan="3" style="padding: 5px;">.</td> </tr> <tr> <td style="padding: 5px;">(b) If you claim one of these exemptions, write the figure "1"</td> </tr> <tr> <td style="padding: 5px;">(c) If you claim neither of these exemptions, write "0"</td> </tr> </table>				(a) If you claim both of these exemptions, write the figure "2"	}	(b) If you claim one of these exemptions, write the figure "1"	(c) If you claim neither of these exemptions, write "0"
(a) If you claim both of these exemptions, write the figure "2"	}						
(b) If you claim one of these exemptions, write the figure "1"								
(c) If you claim neither of these exemptions, write "0"								
3. Exemptions for age and blindness (applicable only to you and your wife but not to dependents):								
(a) If you or your wife will be 65 years of age or older at the end of the year, and you claim this exemption, write "1"; if both will be 65 or older, and you claim both of these exemptions, write "2"								
(b) If you or your wife are blind, and you claim this exemption, write the figure "1"; if both are blind, and you claim both of these exemptions, write the figure "2"								
4. If you claim exemptions for one or more dependents, write the number of such exemptions. (Do not claim exemption for a dependent unless you are qualified under instruction 4 on other side.)								
5. Add the number of exemptions which you have claimed above and write the total			<input style="width: 40px; height: 20px;" type="text"/>					
6. Additional withholding per pay period under agreement with employer. See Instruction 1 \$								
I CERTIFY that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.								
(Date) _____, 19____ (Signed) _____								

Activity 4

Turn to page 3 of your Working Papers and complete the EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE. Have your instructor check it.

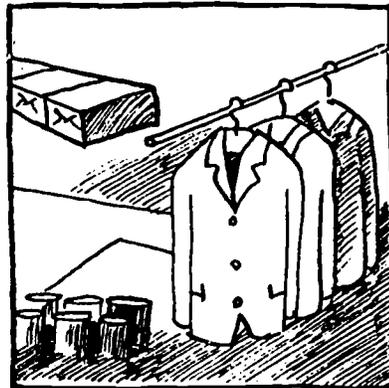
The owners ask you to report to the store for one day of training. They will pay you for the hours you spend in training on this day. They are interested in:

1. Showing you how to operate the cash register.



2. Teaching you how to make change.

3. Having you become familiar with the location of the merchandise in the store.



4. Outlining some store policies you are expected to follow.

10



You are not expected to learn everything in one day. You will be continually learning while on the job. On the day you were in training, you learned how to operate the cash register. The Bruckners waited for your first official day on the job to show you how to handle customer purchases. They explain that the store policy is to prepare sales slips for both cash and charge purchases. The sales slip is made out in

duplicate. The store keeps the original copy; the customer receives the carbon copy. The store handles two types of charge customers:

1. Those who charge their purchases directly to the store.
2. Those who charge their purchases by using a BANKCREDITCARD.

The first type of customer makes payments directly to the store. The second type of customer makes payments to the bank. The store deposits bank credit charges at the bank the same as they do for cash.

Whatever type of charge a customer uses, a sales slip is prepared for both. For bank credit card charges, however, a BANKCREDITCARD form is also prepared. Below are examples:

BANKCREDITCARD Bruckner's Department Store. Big Town, CA Name: Address: City & State: NO.	QUAN	DESCRIPTION	UNIT COST	AMOUNT
	Sales Clk.	TAKE <input type="checkbox"/> DATE	SUB TOTAL	
	PURCHASER SIGN HERE		TAX	
	X		TOTAL	

The bearer of the card identical on this form is authorized to pay the amount shown on TOTAL upon proper presentation. I promise to pay such TOTAL together with any other charges due (subject to said co-signer's and the agreement governing the use of such card).

BRUCKNER'S DEPARTMENT STORE		No.	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One:	Charge	Cash	
Circle One:	Store Charge/BANKCREDITCARD		
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send	Sales Tax TOTAL

This portion of the sales slip is filled out for charge customers only – STORE CHARGE or BANKCREDITCARD

Charge Customer's Name	
Address	
City & State	Zip

In this portion of the sales slip, "Charge" must be circled for a charge sale or "Cash" must be circled for a cash sale. If it is a charge sale, either "Store Charge" or "BANKCREDITCARD" must be circled. The customer always signs in the space marked "Signature of Customer" on charge sales.

Circle One	Charge	Cash
Circle One	Store Charge	BANKCREDITCARD
Signature of Customer		

The bottom portion of the sales slip must be completed as explained below.

Date	Sales No.	Take	Sales Tax		
		Send	TOTAL		

(1) The current date is written in the space marked "Date"; (2) your initials in the space marked "Sales No."; (3) a check (✓) after "Send" if the purchase is to be sent to the customer or after "Take" if the customer is taking the purchase with her/him. The 6% California sales tax is computed on the subtotal of the merchandise in the upper portion of the sales slip. (4) It is then written in the space marked "Sales Tax". The sales tax is added to the subtotal, and (5) this amount is written in the space marked "TOTAL".

BRUNNEN'S Department Store

1234 Main Street
Los Angeles, CA 90001

Charge To: Mr. J. Doe
Address: 5678 Elm Street
City & State: Los Angeles, CA Zip: 90002

Circle One: Charge Cash

Circle One: Store Charge BANKCREDITCARD

Signature of Customer: *J. Doe*

Merch	Price	Amount
100.00		100.00
20.00		20.00
120.00		120.00
		7.20
		127.20

Date: 1/10/68 Sales No.: 100 Take: [] Send: [] Sales Tax: 7.20 TOTAL: 127.20

Activity 5

Turn to page 4 in your Working Papers. Identify the parts of the sales slip that are not legible, complete, or accurate. As your instructor for the supplementary sheet if this activity is not clear to you.

You are familiar with the symbol \$ for dollars and ¢ for cents. In writing on business forms, symbols as well as abbreviations are often used, because the spaces provided are often small. They also help you prepare your forms quicker.

HERE ARE SOME COMMON ABBREVIATIONS THAT ARE USED:

Month	Mo.	June	Ju.	Monday	Mon.
Year	Yr.	July	Jy.	Tuesday	Tues.
January	Jan.	August	Aug.	Wednesday	Wed.
February	Feb.	September	Sept.	Thursday	Thurs.
March	Mar.	October	Oct.	Friday	Fri.
April	Apr.	November	Nov.	Saturday	Sat.
May	Ma.	December	Dec.	Sunday	Sun.

DATES MAY ALSO BE WRITTEN WITH NUMBERS. Example: 1/1/76. The first number in this series is the month; the second number is the day, and the third number is the year. The months are 1 through 12 with January as the first month and December as the twelfth month. The days are 1 through 31, and the year is the current one. Thus, 1/1/76 would be January 1, 1976.

DO NOT CONFUSE A DATE ON A BUSINESS FORM WITH A CASH DISCOUNT. 2/10, n/30 is a cash discount. It means that a 2% discount is allowed on the bill if it is paid within 10 days. After 10 days, no discount is allowed, but it must be paid within 30 days. (If you do not understand this, see your instructor.)

These are some more abbreviations you may find useful:

Post Office Box	P.O. Box	Packages	Pkgs.	Number	No.
Street	St.	Received	Rec'd.	Dozen	Doz.
Avenue	Ave.	Road	Rd.	Paid	Pd.
Boulevard	Blvd.	Amount	Amt.	Boxes	Bxs.
Merchandise	mdse.	Balance	Bal.	Pairs	Prs.
California	CA.	Company	Co.	Drive	Dr.
Incorporated	Inc.	South	S.	North	N.
East	E.	West	W.		

THESE ARE SYMBOLS COMMONLY USED IN PREPARING BUSINESS FORMS:

- | | | | | | |
|----|----------------|-----|-------------|---|---------------------------------|
| @ | for at or each | a/c | for account | * | for "see footnote" or important |
| // | for number | c/o | in care of | ✓ | for checked off |

Activity 6

Turn to page 5 in your Working Papers and complete the activity on symbols and abbreviations and the lining up of numbers.

BANKCREDITCARD

Both a sales slip and a BANKCREDITCARD form are filled out when a customer charges on a BANKCREDITCARD. You do not itemize the purchases in the "Description" portion of the BANKCREDITCARD form. This is done on the sales slip and a copy of it is always attached to the BANKCREDITCARD form. You write "Total mdse." in the Description" portion of the BANKCREDITCARD form and, the amount from your sales slip is entered in the "subtotal." Your sales tax is written in the space marked "Tax." The subtotal and tax are added together and the amount is written in the space marked "TOTAL." See the examples below:

BANKCREDITCARD		QUAN.	DESCRIPTION	UNIT COST	AMOUNT
Bruckner's Department Store. Big Town, CA			TOTAL MDSE		
Name: MRS. JOHN DOE					
Address: 125 MAIN ST.					
City & State: SAN DIEGO, CA					
NO. 2-586-35178					
			Sales Clk. SP		
			TAKE <input type="checkbox"/> DATE		
			SEND <input checked="" type="checkbox"/> 7:6:76	SUB TOTAL	17 93
			PURCHASER-SIGN HERE	TAX	1 17
			X	TOTAL	19 10

The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.

The Bruckners feel you are ready to handle customer purchases. You know how to operate a cash register, make change, prepare sales slips and BANKCREDITCARD forms. On this first day, you won't be waiting on too many people but enough to become well acquainted with writing sales slips and BANKCREDITCARD forms. However, the credit machine is temporarily out-of-order, so the information on the credit cards must be hand written on the forms. Below is the sales tax chart you will be using to compute your sales tax.



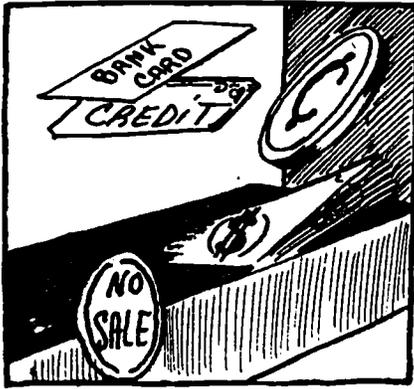
STATE OF CALIFORNIA 6% SALES TAX REIMBURSEMENT SCHEDULE STATE OF CALIFORNIA 6% SALES TAX REIMBURSEMENT SCHEDULE

6% TAX SCHEDULE				6% TAX SCHEDULE				6% TAX SCHEDULE				6% TAX SCHEDULE			
Transaction	Tax	Transaction	Tax	Transaction	Tax	Transaction	Tax	Transaction	Tax	Transaction	Tax	Transaction	Tax	Transaction	Tax
.01-.10	.00	8.42- 8.58	.51	16.92-17.08	1.02	25.42-25.58	1.53	33.92-34.08	2.04	42.42-42.58	2.55				
.11-.22	.01	8.59- 8.74	.52	17.09-17.24	1.03	25.59-25.74	1.54	34.09-34.24	2.05	42.59-42.74	2.56				
.23-.39	.02	8.75- 8.91	.53	17.25-17.41	1.04	25.75-25.91	1.55	34.25-34.41	2.06	42.75-42.91	2.57				
.40-.56	.03	8.92- 9.08	.54	17.42-17.58	1.05	25.92-26.08	1.56	34.42-34.58	2.07	42.92-43.08	2.58				
.57-.73	.04	9.09- 9.24	.55	17.59-17.74	1.06	26.09-26.24	1.57	34.59-34.74	2.08	43.09-43.24	2.59				
.74-.90	.05	9.25- 9.41	.56	17.75-17.91	1.07	26.25-26.41	1.58	34.75-34.91	2.09	43.25-43.41	2.60				
.91-1.08	.06	9.42- 9.58	.57	17.92-18.08	1.08	26.42-26.58	1.59	34.92-35.08	2.10	43.42-43.58	2.61				
1.09-1.24	.07	9.59- 9.74	.58	18.09-18.24	1.09	26.59-26.74	1.60	35.09-35.24	2.11	43.59-43.74	2.62				
1.25-1.41	.08	9.75- 9.91	.59	18.25-18.41	1.10	26.75-26.91	1.61	35.25-35.41	2.12	43.75-43.91	2.63				
1.42-1.58	.09	9.92-10.08	.60	18.42-18.58	1.11	26.92-27.08	1.62	35.42-35.58	2.13	43.92-44.08	2.64				
1.59-1.74	.10	10.09-10.24	.61	18.59-18.74	1.12	27.09-27.24	1.63	35.59-35.74	2.14	44.09-44.24	2.65				
1.75-1.91	.11	10.25-10.41	.62	18.75-18.91	1.13	27.25-27.41	1.64	35.75-35.91	2.15	44.25-44.41	2.66				
1.92-2.08	.12	10.42-10.58	.63	18.92-19.08	1.14	27.42-27.58	1.65	35.92-36.08	2.16	44.42-44.58	2.67				
2.09-2.24	.13	10.59-10.74	.64	19.09-19.24	1.15	27.59-27.74	1.66	36.09-36.24	2.17	44.59-44.74	2.68				
2.25-2.41	.14	10.75-10.91	.65	19.25-19.41	1.16	27.75-27.91	1.67	36.25-36.41	2.18	44.75-44.91	2.69				
2.42-2.58	.15	10.92-11.08	.66	19.42-19.58	1.17	27.92-28.08	1.68	36.42-36.58	2.19	44.92-45.08	2.70				
2.59-2.74	.16	11.09-11.24	.67	19.59-19.74	1.18	28.09-28.24	1.69	36.59-36.74	2.20	45.09-45.24	2.71				
2.75-2.91	.17	11.25-11.41	.68	19.75-19.91	1.19	28.25-28.41	1.70	36.75-36.91	2.21	45.25-45.41	2.72				
2.92-3.08	.18	11.42-11.58	.69	19.92-20.08	1.20	28.42-28.58	1.71	36.92-37.08	2.22	45.42-45.58	2.73				
3.09-3.24	.19	11.59-11.74	.70	20.09-20.24	1.21	28.59-28.74	1.72	37.09-37.24	2.23	45.59-45.74	2.74				
3.25-3.41	.20	11.75-11.91	.71	20.25-20.41	1.22	28.75-28.91	1.73	37.25-37.41	2.24	45.75-45.91	2.75				
3.42-3.58	.21	11.92-12.08	.72	20.42-20.58	1.23	28.92-29.08	1.74	37.42-37.58	2.25	45.92-46.08	2.76				
3.59-3.74	.22	12.09-12.24	.73	20.59-20.74	1.24	29.09-29.24	1.75	37.59-37.74	2.26	46.09-46.24	2.77				
3.75-3.91	.23	12.25-12.41	.74	20.75-20.91	1.25	29.25-29.41	1.76	37.75-37.91	2.27	46.25-46.41	2.78				
3.92-4.08	.24	12.42-12.58	.75	20.92-21.08	1.26	29.42-29.58	1.77	37.92-38.08	2.28	46.42-46.58	2.79				
4.09-4.24	.25	12.59-12.74	.76	21.09-21.24	1.27	29.59-29.74	1.78	38.09-38.24	2.29	46.59-46.74	2.80				
4.25-4.41	.26	12.75-12.91	.77	21.25-21.41	1.28	29.75-29.91	1.79	38.25-38.41	2.30	46.75-46.91	2.81				
4.42-4.58	.27	12.92-13.08	.78	21.42-21.58	1.29	29.92-30.08	1.80	38.42-38.58	2.31	46.92-47.08	2.82				
4.59-4.74	.28	13.09-13.24	.79	21.59-21.74	1.30	30.09-30.24	1.81	38.59-38.74	2.32	47.09-47.24	2.83				
4.75-4.91	.29	13.25-13.41	.80	21.75-21.91	1.31	30.25-30.41	1.82	38.75-38.91	2.33	47.25-47.41	2.84				
4.92-5.08	.30	13.42-13.58	.81	21.92-22.08	1.32	30.42-30.58	1.83	38.92-39.08	2.34	47.42-47.58	2.85				
5.09-5.24	.31	13.59-13.74	.82	22.09-22.24	1.33	30.59-30.74	1.84	39.09-39.24	2.35	47.59-47.74	2.86				
5.25-5.41	.32	13.75-13.91	.83	22.25-22.41	1.34	30.75-30.91	1.85	39.25-39.41	2.36	47.75-47.91	2.87				
5.42-5.58	.33	13.92-14.08	.84	22.42-22.58	1.35	30.92-31.08	1.86	39.42-39.58	2.37	47.92-48.08	2.88				
5.59-5.74	.34	14.09-14.24	.85	22.59-22.74	1.36	31.09-31.24	1.87	39.59-39.74	2.38	48.09-48.24	2.89				
5.75-5.91	.35	14.25-14.41	.86	22.75-22.91	1.37	31.25-31.41	1.88	39.75-39.91	2.39	48.25-48.41	2.90				
5.92-6.08	.36	14.42-14.58	.87	22.92-23.08	1.38	31.42-31.58	1.89	39.92-40.08	2.40	48.42-48.58	2.91				
6.09-6.24	.37	14.59-14.74	.88	23.09-23.24	1.39	31.59-31.74	1.90	40.09-40.24	2.41	48.59-48.74	2.92				
6.25-6.41	.38	14.75-14.91	.89	23.25-23.41	1.40	31.75-31.91	1.91	40.25-40.41	2.42	48.75-48.91	2.93				
6.42-6.58	.39	14.92-15.08	.90	23.42-23.58	1.41	31.92-32.08	1.92	40.42-40.58	2.43	48.92-49.08	2.94				
6.59-6.74	.40	15.09-15.24	.91	23.59-23.74	1.42	32.09-32.24	1.93	40.59-40.74	2.44	49.09-49.24	2.95				
6.75-6.91	.41	15.25-15.41	.92	23.75-23.91	1.43	32.25-32.41	1.94	40.75-40.91	2.45	49.25-49.41	2.96				
6.92-7.08	.42	15.42-15.58	.93	23.92-24.08	1.44	32.42-32.58	1.95	40.92-41.08	2.46	49.42-49.58	2.97				
7.09-7.24	.43	15.59-15.74	.94	24.09-24.24	1.45	32.59-32.74	1.96	41.09-41.24	2.47	49.59-49.74	2.98				
7.25-7.41	.44	15.75-15.91	.95	24.25-24.41	1.46	32.75-32.91	1.97	41.25-41.41	2.48	49.75-49.91	2.99				
7.42-7.58	.45	15.92-16.08	.96	24.42-24.58	1.47	32.92-33.08	1.98	41.42-41.58	2.49	49.92-50.08	3.00				
7.59-7.74	.46	16.09-16.24	.97	24.59-24.74	1.48	33.09-33.24	1.99	41.59-41.74	2.50	50.09-50.24	3.01				
7.75-7.91	.47	16.25-16.41	.98	24.75-24.91	1.49	33.25-33.41	2.00	41.75-41.91	2.51	50.25-50.41	3.02				
7.92-8.08	.48	16.42-16.58	.99	24.92-25.08	1.50	33.42-33.58	2.01	41.92-42.08	2.52	50.42-50.58	3.03				
8.09-8.24	.49	16.59-16.74	1.00	25.09-25.24	1.51	33.59-33.74	2.02	42.09-42.24	2.53	50.59-50.74	3.04				
8.25-8.41	.50	16.75-16.91	1.01	25.25-25.41	1.52	33.75-33.91	2.03	42.25-42.41	2.54	50.75-50.91	3.05				

Activity 7

Turn to Pages 6-13 in your Working Papers and prepare the sales slips and BANKCREDITCARD forms as instructed. Use the tax table above.

DAILY SALES SUMMARY SHEET



At the end of the day, everyone working in the store prepares a "Daily Sales Summary Sheet." Since both cash and charge sales are written on sales slips, these are used when preparing the summary sheet. Each sales slip has a number in the upper right hand corner. These numbers are written on the summary sheet under the column "Sales Slip Number." The SUBTOTAL on each sales slip is written across from this number under one of these columns -- "Cash Sales", "BANKCREDITCARD,"

or "Store Charges." The sales tax on the sales slip is written under the "Sales Tax" column. Then, the SUBTOTAL and the sales tax are added together, and the amount is written under the column "Total of Sales Slip." Every column but the "Sales Slip Number" column is totaled down. The totals of the columns for "Cash Sales", "Store Charges", "BANKCREDITCARD" and "Sales Tax" MUST equal the total of the "Total of Sales Slip" column. The example below will help you understand how a "Daily Sales Summary Sheet" is prepared.

Sales Slip Number	Cash Sales	Store Charges	BANKCREDIT CARD	Sales Tax	Total of Sales Slips
101	12.95			.78	13.73
102	32.50			1.95	34.45
103		20.46		1.23	21.69
104			45.64	2.74	48.38
TOTALS:	45.45	20.46	45.64	6.70	118.25

Activity 8

Turn to page 14 in your Working Papers and prepare the "Daily Sales Summary Sheet." Use the sales slips you have just completed.

MESSAGES



The first day on the job is usually the hardest. By the second day, you feel a little more comfortable, even though there are many new things to learn. Such things as how to take messages properly are important to a business. Mishandled calls or messages can result in lost sales for a store.

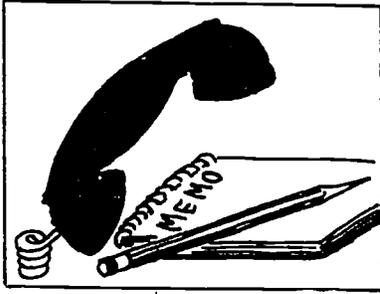
At your store everyone is expected to answer the telephone. When it rings, some of you may be too busy to answer it. Everyone is expected to use the telephone correctly. It is an important instrument in business and must be used in a pleasant but business-like manner. "TELEPHONE YOUR MANNERS – YOUR VOICE IS SHOWING." The impression someone gets over the telephone of your store is the impression you give them.



IMPORTANT MESSAGE
For MR. R. JONES
Date 9/24/77 Time 10:15 ^(AM) PM
WHILE YOU WERE OUT
MRS. L. RODRIQUEZ
Of _____
Phone No. 373-5846
Telephoned Please call
Returned Your Call _____
Called to See You _____
Will Call Again _____
MESSAGE INQUIRED ABOUT
HER ORDER.

SIGNED Sally Lou Gibbons

Not all of the messages left will be by telephone. A person may come into the store and leave a message for someone not in the store at the time. In any case, the form on the left is the one you will be using to record messages. Some of them may be personal messages for Mr. or Mrs. Bruckner; while others may be telephone orders. Under IMPORTANT MESSAGE, across from the word "for", write (1) who the message is for, or, (2) the word "order" if it is a telephone order. Be sure to include the time of the call and the date.



Under WHILE YOU WERE OUT, write who the call was from, their address and phone number. Then, check one or more of the appropriate boxes. In the message part, write the message, if it is for the Bruckners, or the order, if it is a telephone order. Finally, sign your name at the bottom. For the time being, the Bruckners will take care of all telephone orders.

Activity 9

Using the information given below, turn to pages 15-16 in your Working Papers and complete the 8 message forms.

1. At 10:05 A.M. a Mrs. Fred More of 1725 Oakhill Street, Bigtown, Ca. 94231, 261-3144, called and asked that these items be sent to her:
4 prs. Milady Pantyhose 032 – \$1.19@
2 Milady Slips, size 12 068 – \$2.49@
2. At 11:20 A.M. Mrs. J. Martinez of 113 W. Fourth Avenue, Littletown, Ca. 91575, 376-5842, called and asked that this merchandise be sent to her home:
2 dozen Rockabye Diapers – \$5.98 Dz.
3. At 11:45 A.M. Mr. Cecil Todd of 3612 Aragon Boulevard, Bigtown, Ca. 94346, 555-4432, called and asked that 6 T-shirts and 6 shorts be sent to him immediately. He said that Mrs. Bruckner would know what kind to send.
4. At 12 noon the Bruckners left for lunch and at 12:15 P.M. Mr. Arnold Todd, a salesman from Tinytots Co. came in to see them. He said he would call again, but he wants you to tell Mr. Bruckner his last order was shipped and would arrive soon.
5. At 12:25 P.M. the New Generation Clothing Company of Los Angeles, Ca., (213) 586-3376, telephoned. They want either Mr. or Mrs. Bruckner to return their call "collect" and ask for Ms. E. P. Maker, Sales Manager.
6. At 12:35 P.M. Mrs. Rodney Small called and asked to speak with Mrs. Bruckner. She called to tell Mrs. Bruckner that the meeting of her club was changed from 3 P. M. to 4 P.M. She wants Ms. Bruckner to call and tell Mrs. L. Wong.

7. At 1:15 P.M. Mrs. B. Arthur Jones of 254 Grand Road, Bigtown, Ca. 94583, 331-9268, called. She ordered these items:
4 Baby Panties — 69c@
4 Coverall Bibs — 89c@
8. At 1:55 P.M. Mr. Juan Navarro of the Primo Sign Company, 2459 Main Drive, Bigtown, Ca 94217, 273-5731, called. He wants you to tell Mr. Bruckner that his crew will be in at 8 A.M. tomorrow to fix his sign.

INVENTORY CONTROL SHEETS



The Bruckners keep records on:

1. The merchandise they have ordered for resale in the store.
2. The merchandise that has been ordered and delivered to the store.
3. The merchandise which has been sold.

These records help them keep "in stock" for their customers the right kinds and assortments of merchandise. It is their system of "Inventory Control." By looking at these records, Mr. Bruckner knows he should order some additional merchandise for his Infants

Department from his two major Infant's wear manufacturing companies. Although Mr. Bruckner keeps good inventory records, he wants to check on some of the merchandise in his stockroom. He asks you to help him.

When you and Mr. Bruckner complete your checking, your inventory sheets for the Tinytot Manufacturing Company and the Rockabye Baby's Wear Company show how much merchandise you have on hand.

Your inventory control sheets have 6 columns. The first column shows the manufacturer's stock number which it uses to identify the merchandise. The second column describes the kind of merchandise it is. The third column is the manufacturer's price. The fourth column — "Minimum Quantity" — is the number of items the store wants to have on hand. The fifth column is what is actually on hand in the store. The sixth column is for computing how much, if any, of the merchandise must be ordered. On the next page is an example of the inventory control sheet. Take a look at it, and it will soon become clear to you how it is used.

BRUCKNER'S DEPARTMENT STORE					
Inventory Control Sheet					
Tinytot Manufacturing Company 1533 Washington Ave., Los Angeles, CA 90027					
Stock Number	Item	Unit Price	Minimum Quantity	On Hand	Order
7231	Coverall Bibs	.79	18	6	12
K32	Booties	.88	46	48	0
8890	Rompers	\$1.98	12	12	0

By looking at the fourth and fifth columns, you can easily determine what you need to order. Since you want a minimum quantity of 18 coverall bibs and you have 6 on hand, the last column shows that you need to order 12. You have 48 booties on hand and your minimum quantity is 46. Therefore, you need not order any. The minimum quantity on Rompers is 12. There are 12 on hand, so you won't need to order any of these either.

Activity 10

Turn to page 17 in your Working Papers and complete the sixth column – ORDER – for the Tinytot and Rockabye companies.



The day after you helped Mr. Bruckner determine what and how much merchandise to order from the Tinytot and Rockabye companies, Mr. Bruckner began preparing the purchase orders. Since business is slow in the store on this day, he shows you how these purchase orders are prepared. He uses the inventory sheets you have just completed. The ORDER column tells him what to order and how much he needs to order.

PURCHASE ORDERS

BRUCKNER'S DEPARTMENT STORE Bigtown, California		P.O. No: 768	Date: March 18, 1977	
TO: A.T. Lawrence Co. 1496 Ocean Ave. Santa Barbara, CA 95321		Deliver To: Bruckner's Department Store Bigtown, CA		
		Delivery Date: As soon as possible		
		Ship By: Parcel Post		
Quantity	Stock No.	Description	Price	Total Price
1	3R24	Men's Leisure Suit		\$38.90

Notice that you are again using a form with columns. The first column "Quantity" is how many; the second column "Stock No." is the manufacture number; the third column "Description" describes the items; the fourth column "Unit Price" is the cost for each item; and the fifth column "Amount" is the quantity times unit price.

Under the letterhead BRUCKNER'S DEPARTMENT STORE is the word "To." Here you write the name and address of the company from whom you wish to order. "P.O. No." is the purchase order number; "Date" is the day you are ordering the goods; "Deliver To" is where you want the goods shipped — in your case, it is directly to the store; "Delivery Date" is when you want the items shipped — immediately or some future date; and "Ship By" is how you want the goods sent — by Express, Parcel Post, Freight, or the cheapest possible way.

Your Inventory Control Sheets will tell you what to order and how much to order. You will also need the information below to prepare the purchase orders.

P. O. No. : 1123
 Tinytot Manufacturing Company
 1533 Washington Avenue
 Los Angeles, CA 90027

P. O. No. : 1124
 Rockabye Baby's Wear Company
 389 Bayshore Drive
 San Francisco, CA 94138

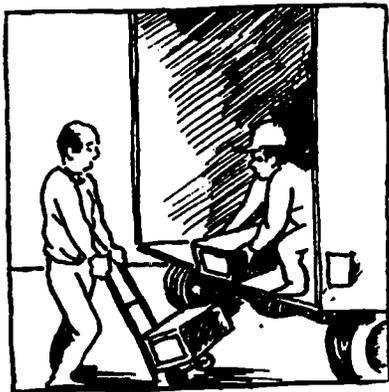
Current date, Deliver to store,
 Ship immediately, Ship by Express.

Current date, Delivery to store,
 Ship immediately, Ship by Express.

Activity 11

Turn to page 18 in your Working Papers and, using your Inventory Control sheets and the information above, prepare the two purchase orders.

INVOICES



A week has gone by since you prepared the two purchase orders. On this day, the ACE Trucking Company delivers to the store the merchandise ordered from Tinytots and Rockabye Companies. Mrs. Bruckner asks you to check this shipment against the invoices. She explains that the invoices are prepared by the sellers (The Tinytots and Rockabye Companies) and made out to the buyer (the Bruckner Department Store). They list the

items shipped, the charges, when the shipment was made, method of shipment, terms for payment, and discounts, if any.

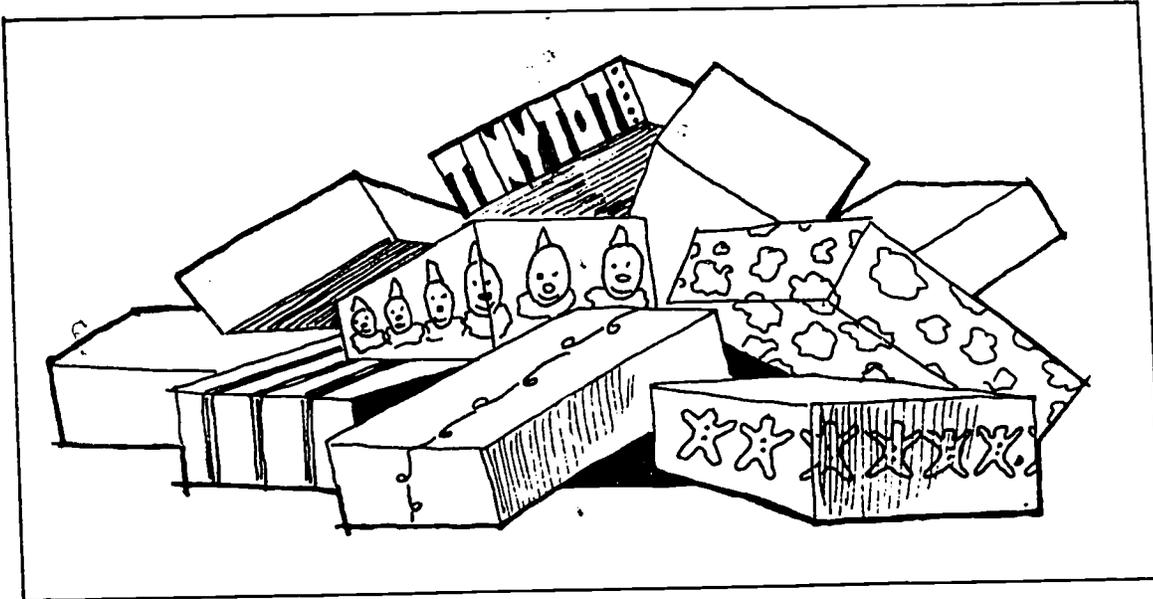
The store has definite procedures for checking merchandise it receives. After a shipment is opened, the merchandise is checked against the invoice to make certain that what is on the invoice is received. The merchandise is also examined to see if any of it has been damaged while en route to the store.

Below is an example of how merchandise is checked against an invoice. To the left are the items in the shipment; to the right is invoice. Notice how this symbol (✓) on the invoice is used to verify that what is on the invoice has been received.

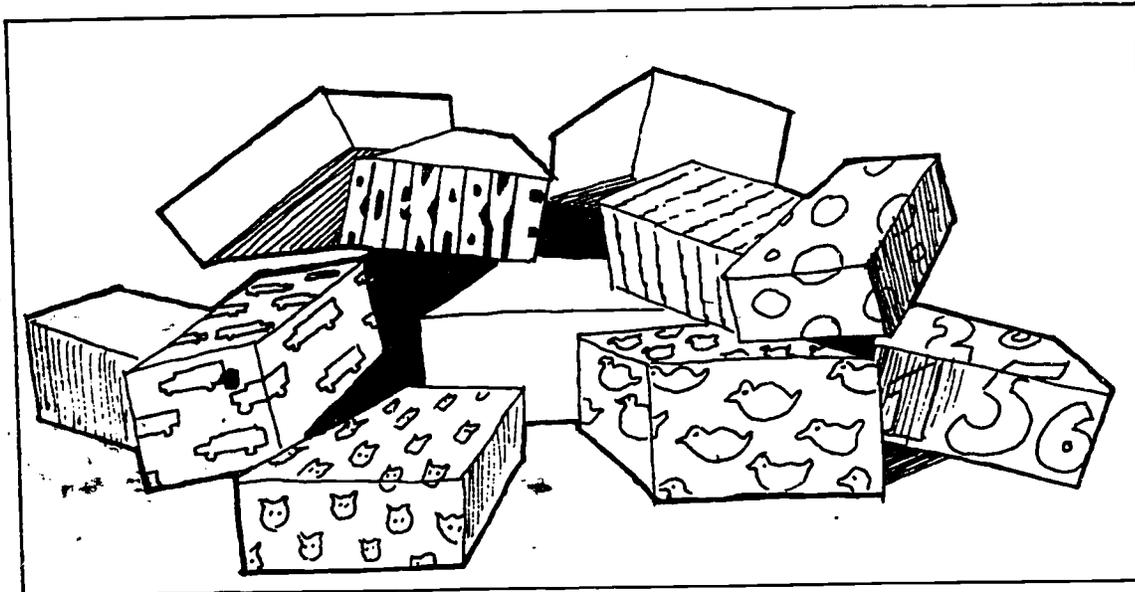
- 4: 1140 Sleepers, Infant
- 6: J22 Crib Blankets
- 5: 7053 Terry Robes
- 10: 7146 Rompers, Infant

TINYTOT MANUFACTURING COMPANY 1533 Washington Avenue Los Angeles, Ca. 90027				Invoice No. 8366 Date: 12/22/77 Terms: 2/10, n/30	
SOLO TO: Bruckner's Department Store Bigtown, California					
Salesman	Your Order No.	Date Received	Date Shipped	Shipped By	
	354	12/19/77	12/22/77	Express	
Quantity	Stock No.	Description	Unit Price	Amount	
✓4	1140	Sleepers--Infant	\$5.95	\$23.80	
✓6	J22	Crib Blankets	4.29	25.74	
✓5	7053	Terry Robes--Infant	2.95	14.75	
✓10	7146	Rompers	1.50	<u>15.00</u>	
				\$79.29	

THESE ARE THE SHIPMENTS RECEIVED FROM
THE TINYTOT AND ROCKABYE COMPANIES



12	6138	Coverall Bibs	\$.49@	3	6671	Rompers	\$1.49@
12	6459	Infant Terry Robes	\$4.93@	17	6783	Diaper Bags	\$2.29@

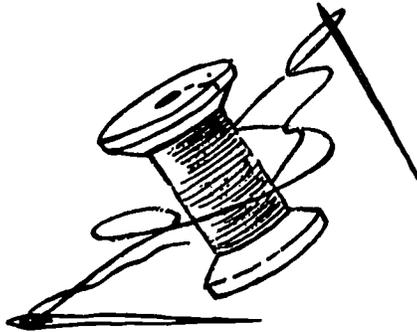


4	H71	Undershirts -Snap	\$.52@	3	C49	Crib Blankets	\$3.19@
2	A23	Sleepers	\$2.29@	5	J76	Buntings	\$8.96@

Activity 12

Turn to page 19 in your Working Papers. Check the merchandise received as shown against the invoices, using this (✓) symbol as you were shown.

RETURNED GOODS VOUCHER



Although all the items on the invoices were received, as you were unpacking them, you discovered that one of the infant robes had a sleeve which was not completely sewn. You bring this to Mrs. Bruckner's attention. She tells you to wrap the item in a small box. It is to be shipped back to the Tynyot Company. She wants you to prepare a "Returned Goods" voucher. It is a business form much like any other you've been using.

It is being sent to the Tynyot Manufacturing Company, 1533 Washington Avenue, Los Angeles, California 90027. It is "Voucher No.": 154; the "Date" is the current date; The "Date Shipped" is the current date; it is to be "Shipped By" - Parcel Post; and after "Packed By",

BRUCKNER'S DEPARTMENT STORE.....				
.....BIGTOWN, CALIFORNIA				
TO:				
Rockabye Baby's Wear Co. 389 Bayshore Drive San Francisco, CA 94138			We are RETURNING the following goods to you for CREDIT.	
Voucher No.	Date	Date Shipped	Shipped By	Packed By
23	9/7/77	9/7/77	Express	W.B.
Quantity	Stock No.	Description	Unit Price	Amount
1	F17	Baby Blanket Express Charges		\$24.95 <u>2.46</u> \$27.41

You are shipping one (1) Infant Terry Robe, Stock No.: 6459 at \$4.93@. Add \$1.56 for parcel post to this voucher as shown in the example above. The store will pay the parcel post charges, but since it is not their fault, they will add this amount to the voucher for repayment by the Tynyot Company.

Activity 13

Turn to page 20 in your Working Papers and prepare the Returned Goods Voucher, using the information given above.

BANK DEPOSITS

DEPOSITED IN BIGTOWN STATE BANK Bigtown, Ca.		
DATE _____	LIST CHECKS BY BANK NUMBER DOLLARS CENTS	
Bruckner's Department Store Bigtown, Ca.	CURRENCY	
	COIN	
	CHECKS	
	1	
	2	
	3	
	4	
	TOTAL OF CHECKS LISTED ON REVERSE	
	TOTAL DEPOSIT	
⑆ 0344 888 ⑆ 12 0344 888 ⑆		

You have learned to prepare many business records, and the Bruckners are pleased with your work. They have a lot of confidence in you. So much, in fact, that they are going to let you prepare a bank deposit for them. The form at the left is the type you will be using. CURRENCY refers to the

paper money – \$1, \$2, \$5, \$10, and \$10 dollar bills. COIN refers to the money made of metals -- pennies, nickles, dimes, and quarters. CHECKS are listed separately with the ABA number written to the left on the deposit ticket of the amount of each check.

The number on the top of these numbers is the ABA (American Bankers Association) number. This number identifies the bank on which the check is drawn. Every commercial bank in the country can be identified by a number as well as by name. The number on the bottom (1211) is a Federal Reserve number. You need only write the ABA number (90-1963) on the deposit ticket.

.....10 No.....	NY-1963 1211
PAY TO THE ORDER OF	\$
	DOLLARS
⑆ 0344 888 ⑆ 12 0344 888 ⑆	

This is the money for which you are to prepare a deposit ticket for today's bank deposit:

Current:	\$327.00
Coin:	18.24
Checks: 19-315	28.37
22-568	79.44
86-231	47.99
17-225	33.20

Activity 14

Turn to page 20 in your Working Papers and prepare the deposit ticket using the information above.

From the time you asked the Bruckners for a job until now, you took an employment test and have had some experience in preparing such business records and forms as:



- 1 A Job Application
- 2 A Social Security and an Exemption form
- 3 Sales Checks and BANKCREDITCARD charges.
- 4 A Daily Sales Summary Sheet
- 5 Inventory Control Sheets
- 6 Purchase Orders
- 7 Checking Invoices
- 8 Returned Goods Voucher
- 9 Telephone and Personal Messages
- 10 A Bank Deposit Ticket

REMEMBER, NO BUSINESS RECORD IS PREPARED WELL UNLESS IT IS DONE WITH:

- 1 ACCURACY
- 2 COMPLETENESS
- 3 LEGIBILITY

KEEPING THIS IN MIND, AND IF YOU HAVE BEEN CAREFUL IN PREPARING YOUR FORMS, YOU SHOULD BE READY TO TAKE A POST TEST IN PREPARING BUSINESS RECORDS AND ACHIEVE A HIGH SCORE.

PREPARING SIMPLE BUSINESS RECORDS

Teacher's Guide

The Student Manual in this unit of the CCUBE is in a narrative form. The student will read it as if he/she were applying and hired for a part-time job in a small department store.

The first part of the unit emphasizes the importance of legibility, completeness, and accuracy in preparing business records. The instructor should check Activity 1 – the student's employment application – to determine if the student can prepare forms legibly. The instructor may want the student to complete the units on handwriting, math computations, and job application before beginning this unit. Activities 2, 3, and 4 are either for review or for the purpose of introducing business forms that must be completed when applying for a job. Some instructors may want to spend a few minutes reviewing activities 1, 2, 3, and 4 with a student before that student begins this unit.

There is a supplementary sheet provided in this teacher's guide for those students who need help with Activity 5. The instructor may want to make a transparency of this supplementary sheet or make ditto copies for the students. This would allow the instructor to review it with the total class or to have students study it individually.

For those instructors who would like the students to spend more time in writing checks, deposits, and reconciling a bank statement, it is suggested they obtain copies of the "How and Why of Banking" which can be purchased inexpensively through the California Banking Association.

There are, of course, more symbols and abbreviations than those included in the Student Manual. Some teachers may want the students to do more research in the area of symbols and abbreviations. Some students may have difficulty understanding how to compute 5 items which sell 3 for \$4.49: $\$4.49 \div 3 = \$1.49 \frac{2}{3}$ which is rounded off to \$1.50; therefore, \$4.49 for 3 items plus 2 times \$1.50 or $\$3.00 = \7.49 for the 5 items.

The California Sales Tax is 6% in most California cities. However, in cities around the San Francisco Bay Area which use the Bay Area Rapid Transit (BART), the California Sales Tax is 6½%. This unit uses the 6% sales tax, and some teachers may want to bring this difference to the attention of the students.

There is no mention in the activities in the Student Manual where the student may find the answers to these activities. The answers are provided in the "Answer Key." Teachers will vary, however, in the way they wish to use the "Answer Key." Some will want the students to have access to it either to check their work after each activity or to check their work after they have completed all the activities. Other teachers may want to check these activities themselves or have an aide check them.

For any piece of individualized instruction to be successful, it is imperative that all students be required to take the "Pretest." This serves three purposes: (1) if the student passes the pre-test successfully, there is no reason for that student to complete the unit but should receive full credit for the unit; (2) it acts as a guide for the student as what to expect while working on the unit; and (3) the difference in the results between the pre-test and the post-test will show both student and teacher how much that student accomplished. The forms for the "Pre-test" in this unit are numbered so that students should have no trouble locating the forms they will need.

This unit should take most students no more than 10 class periods to complete. There will be some, however, who will complete it in about 5 periods, while others will need as much as 15 periods.

The recommended score for individual instruction on both the pre-test and post-test is 90% accuracy. In this unit, legibility and completeness should be a standard in the scoring. Using this as a guide, each teacher will want to establish his/her own scoring pattern on this unit.

The unit has seven parts: (1) a Student Manual, (2) Working Papers, (3) Answer Key for the activities in the Student Manual, (4) a Pre-test, (5) a Post-test 1, (6) a Post-test 2, and (7) a Teacher's Guide with answers to the pre-test and post-tests and a Supplementary Sheet.

In this unit, the student will take an employment test and prepare the following business records and forms:

1. A Job Application
2. A Social Security and Exemption Form
3. Sales Checks and BANKCREDITCARD Charges
4. A Daily Sales Summary Sheet
5. Inventory Control Sheets
6. Purchase Orders
7. Check Invoices against Merchandise Received
8. A Returned Goods Voucher
9. Telephone and Personal Messages
10. A Bank Deposit Ticket

BRUCKNER'S Department Store		No. 172	
Big Town, California			
Charge Customer's Name: MRS. Lee MATHEWS			
Address: 125 Cedar			
City & State: Santa Barbara, Ca.		Zip	
Circle One: Charge Cash			
Circle One: <u>Store Charge/Bank Credit Card</u>			
Signature of Customer:			
Quan	Articles	Price	Amount
1	Pr. Socks		1 19
2	Doz. Hankies	8.95 doz	8 95
1	T-Shirt		2 98
1	Sport Shirt		2 95
2	Pr. Men's Briefs		7 96
1	Man's Sweater		13 95
1	Leather Belt		5 95
1	Dress Shirt		2 98
Date	Sales No. AC	Take Send <input checked="" type="checkbox"/>	Sales Tax TOTAL
10/1/77			53 41

SUPPLEMENTARY SHEET

- Line 1: **First name of customer not legible**
- Line 2: **Address is not complete -- is Cedar a street or avenue or what?**
- Line 3: **Zip Code is missing. Abbreviation for California is CA not Ca.**
- Line 4: **Not Complete: Either cash or charge must be circled.**
- Line 5: **Inaccurate: Both charges are circled rather than just one.**
- Line 6: **Not Complete: Signature of customer is missing.**
- Line 7: **Illegible: The word "socks" is not clear.**
- Line 8: **Not Accurate: 2 doz. hankies at \$8.95 doz. is \$17.90.**
- Line 9: **\$2.98 is not lined up in the column properly.**
- Line 10: **\$8.95 is not lined up in the column properly.**
- Line 11: **Incomplete: There is no price for each pair of briefs in "Price" column.**
- Line 12: **Not Legible: The word "sweater" is not clear.**
- Line 13: **The word "leather" is misspelled.**
- Line 14: **The numbers "2" and "8" are not properly formed.**
- Line 15: **The sales tax is missing.**
- Line 16: **The total is added wrong, even with the sales tax missing.**

DEPOSITED IN		LIST CHECKS BY		DOLLARS		CENTS	
BIGTOWN STATE BANK		BANK NUMBER					
Bigtown, CA							
DATE	<u>Current Date</u>	CURRENCY		<u>47</u>	<u>00</u>		
		COIN		<u>3</u>	<u>65</u>		
		CHECKS					
		<u>18-456</u>	<u>1</u>	<u>12</u>	<u>06</u>		
		<u>87-38</u>	<u>2</u>	<u>56</u>	<u>23</u>		
		<u>19-543</u>	<u>3</u>	<u>24</u>	<u>74</u>		
			<u>4</u>				
		TOTAL OF CHECKS LISTED ON REVERSE					
		TOTAL DEPOSIT		<u>143</u>	<u>68</u>		

⑆ 1211 ⑆ 1963 ⑆ 12 0344 ⑆ 88 ⑆

FORM 1

IMPORTANT MESSAGE

For Ms. Lancaster

Date Current Time 10:30 ^{AM} PM

WHILE YOU WERE OUT

Mrs. Booker T. Krafton

Of _____

Phone No. 354-7399

Telephoned Please call
 Returned Your Call _____
 Called to See You _____
 Will Call Again _____

MESSAGE In regard to Mr. John
McNall, an employee of the
Sadler Dept. Store.

SIGNED Student's Initials

FORM 2

Department Store		No.	
Big Town, California			
Charge Customer's Name: Mr. Peter Rushford			
Address: 1520 Maple Ave.			
City & State: Fairfield, CA		Zip 95173	
Circle One: <u>Charge</u>		Cash	
Circle One: <u>Store Charge</u> Bank Credit Card			
Signature of Customer:			
Quan	Articles	Price	Amount
3 Pkgs.	Men's Socks	2.98Pkg.	8 94
Date	Sales No.	Take X	Sales Tax
Current	St. Int.	Send	TOTAL
			54
			9 48

FORM 5A

FORM 5B

BANKCREDITCARD	QUAN.	DESCRIPTION	UNIT COST	AMOUNT
		TOTAL MDSE.		
Name: Mr. Peter Rushford	Sales Ck: <u>St. Int.</u>	TAKE <input checked="" type="checkbox"/> DATE SEND <input type="checkbox"/> Current	SUB TOTAL	8 94
Address: 1520 Maple Ave.	PURCHASER-SIGN HERE		TAX	54
City & State: Fairfield, CA	X		TOTAL	9 48
NO. 373-6811-0	<small>The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.</small>			

FORM 6

TO: A.C. Balboa Co. 2580 Seaside Rd. San Diego, CA 92005	P.O. No.:	Date:		
	543	Current		
	Deliver To:			
	Store			
Delivery Date:				
As soon as possible				
Ship By:				
Express				
Quantity	Stock No.	Description	Price	Total Price
10	4S27	Men's Beach Robes	19.95@	199.50

FORM 7

TO: Fresno Fashion Center 155 Union Blvd. Fresno, CA 96430					We are RETURNING the following goods to you for CREDIT.				
Voucher No.	Date	Date Shipped	Shipped By	Packed By					
187	Current	Current	Parcel Post	Student's Int.					
Quantity	Stock No.	Description	Unit Price	Amount					
2	1576	Women's Housecoats	18.65@	37.30					
		Parcel Post Charges		<u>3.78</u>					
				41.08					

34

FORM 8

Inventory Control Sheet					
Stock Number		Unit Price	Minimum Quantity	On Hand	Order
920	Ladies Pajamas	\$5.58	44	36	8
921	Pantyhose	.89	156	172	
922	Ladies Scarfs-Assorted	3.77	36	23	13
923	Ladies Full Slips	4.32	72	55	17
924	Milady Gloves--White	2.79	12	16	
925	Milady Gloves--Black	2.79	12	11	1
926	Assorted Half Slips	3.66	24	28	23
927	Assorted Nightgowns	9.23	32	9	

FORM 9

DAILY SALES SUMMARY SHEET					
Sales Slip Number	Cash Sales	Store Charges	BANKCREDIT CARD	Sales Tax	Total of Sales Slips
221	8.99			.54	9.53
222		38.23		2.29	40.52
223			13.46	.81	14.27
224	16.07			.96	17.03
TOTAL:	25.06	38.23	13.46	4.60	81.35

Date of Summary: CURRENT Signature of Clerk: Student's Initials

DEPOSITED IN		LIST CHECKS BY	
BIGTOWN STATE BANK		BANK NUMBER	DOLLARS
Bigtown, CA			CENTS
DATE	<u>Current</u>	CURRENCY	55 00
	Bruckner's Department Store	COIN	14 95
	Bigtown, CA	CHECKS	
		<u>14-215</u> 1	18 97
		<u>18-441</u> 2	68 90
		<u>20-14</u> 3	28 45
		4	
		TOTAL OF CHECKS LISTED ON REVERSE	
		TOTAL DEPOSIT	186 27

⑆ 1216 ⑆ 1963 ⑆ 12 0344 ⑆ 88 ⑆

IMPORTANT MESSAGE

For Ms. Sheryl Smith

Date Current Time 2:30 ^{AM} ~~PM~~

WHILE YOU WERE OUT

Mr. Wiley Pinegar

Of _____

Phone No. 635-8600

Telephoned Please call

Returned Your Call _____

Called to See You _____

Will Call Again _____

MESSAGE Downtown Merchants

Association Meeting Fri. at

1:30 pm. Call to confirm.

SIGNED Student's Initials

TO: Sizemore Manufacturing Co 625 Capital St. Sacramento, CA 95814	P.O. No.:	Date:			
	612	Current	Deliver To:		
			Store		
			Delivery Date:		
		As soon as possible		Ship By:	
		Parcel Post			

Quantity	Stock No.	Description	Price	Total Price
1	84712-4	Brown Leather Jacket		174.49

TO: Seaside Fabrics 1251 Coast Highway Laguna Beach, CA 94101					We are RETURNING the following goods to you for CREDIT.				
Voucher No.	Date	Date Shipped	Shipped By	Packed By					
145	Current	Current	Express	Student's Int.					
Quantity	Stock No.	Description	Unit Price	Amount					
2	49235	Dresses	44.59@	89.18					
		Express Charges		<u>6.19</u>					
				95.37					

Inventory Control Sheet					
Stock Number		Unit Price	Minimum Quantity	On Hand	Order
A50	T-shirts	\$.89	72	65	7
B51	Briefs	.79	144	152	
C52	White Socks	.59	288	256	32
D53	Black Socks	.59	144	167	
E54	Dress Socks--Assorted	1.19	156	133	23
F55	Leather Belts--Black	3.59	48	52	
G56	Men's White Hankies	.69	48	44	4
H57	Ties--Assorted	2.98	60	29	31

DAILY SALES SUMMARY SHEET					
Sales Slip Number	Cash Sales	Store Charges	BANKCREDIT CARD	Sales Tax	Total of Sales Slips
429	12.95			.78	13.73
430		24.95		1.50	26.45
431			16.48	.99	17.47
432	6.95			.41	7.36
TOTAL:	19.90	24.95	16.48	3.68	65.01

Date of Summary: Current Signature of Clerk: Student's Initials

DEPOSITED IN
BIGTOWN STATE BANK
 Bigtown, CA

DATE Current

Bruckner's Department Store
 Bigtown, CA

LIST CHECKS BY BANK NUMBER	DOLLARS	CENTS
CURRENCY	76	00
CORN	13	99
CHECKS		
14-116 1	17	92
19-33 2	54	56
21-18 3	26	15
4		
TOTAL OF CHECKS LISTED ON REVERSE		
TOTAL DEPOSIT	188	62

6286-69630 12 0344-88

IMPORTANT MESSAGE

For Mr. Long

Date Current Time 9:20 ^{AM} PM

WHILE YOU WERE OUT

Mr. Stanley Gordon

Of _____

Phone No. (714) 566-2745

Telephoned x Please call x
 Returned Your Call _____
 Called to See You _____
 Will Call Again _____

MESSAGE Call Mr. Long by Wed.
He wants information on leather coats for men in Aug. this year.

SIGNED Student's Initials

TO: Avalon Dress Co. 4159 Industrial Park Los Angeles, CA 90054	P.O. No.: 724	Date: Current
	Deliver To: Store	
	Delivery Date: As soon as possible	
	Ship By: Express	

Quantity	Stock No.	Description	Price	Total Price
4 doz.	F6291	Men's Jumpsuits	12.89@	51.56

TO: Bayarea Fashions, Inc. 2156 San Pablo Blvd. Oakland, CA 94605					We are RETURNING the following goods to you for CREDIT.				
Voucher No.	Date	Date Shipped	Shipped By	Packed By					
376	Current	Current	Parcel Post	Student's Int.					
Quantity	Stock No.	Description	Unit Price	Amount					
4	J810	Men's Suits, Balck	65.90@	263.60					

44

Inventory Control Sheet

Stock Number		Unit Price	Minimum Quantity	On Hand	Order
A25	T-shirts	\$1.29	51	34	17
B33	Briefs	1.19	200	212	
C41	White Socks	.79	376	331	45
D56	Black Socks	.69	288	301	
E67	Dress Socks--Assorted	1.49	144	115	29
F79	Leather Belts--Black	2.98	36	48	
G88	Men's White Hankies	.59	60	23	37
H92	Ties--Assorted	3.99	48	29	19

DAILY SALES SUMMARY SHEET

Sales Slip Number	Cash Sales	Store Charges	BANKCREDIT CARD	Sales Tax	Total of Sales Slips
201	14.88			.89	15.77
202		34.95		2.10	37.05
203			8.29	.50	8.79
204	16.75			1.01	17.76
TOTAL:	31.63	34.95	8.29	4.50	79.37

Date of Summary: Current Signature of Clerk: Student's Initials

BRUCKNER'S DEPARTMENT STORE
BIGTOWN, CALIFORNIA

ACTIVITY 1

APPLICATION FOR EMPLOYMENT

Date current 19__

Name Susie B. Student Age 16 Date of Birth 12/10/61 Marital Status Single
 Home Address 1025 Orange Tree Rd. City Sunnyside State CA Zip 94111
 Place of Birth Sunnyside, CA Citizen of U.S.? Yes Phone 261-4432
 Height 5'4" Weight 118 lbs. Sex F Social Security No. 565-32-6166
 Job Applied For Sales Clerk

Name and Address of Person to be Notified in Case of Emergency:

Anthony Ralph Student Phone 261-4432

EDUCATION

	Name	Where	When
Grammar	<u>Martin Luther King</u>	<u>Sunnyside, CA</u>	<u>June, 1971</u>
Jr. High School	<u>Veijo J. H.S.</u>	<u>Sunnyside, CA</u>	<u>June, 1974</u>
High School	<u>Sutter H.S.</u>	<u>Sunnyside, CA</u>	<u>June, 1977</u>

PREVIOUS EMPLOYMENT

	Latest Employer	Next Preceding	Next Preceding
Name of Employer	<u>Sadler Dept. Store</u>	<u>Mrs. J. Jones</u>	/
Address	<u>Sunnyside, CA</u>	<u>Sunnyside, CA</u>	
Position	<u>Sales Clerk</u>	<u>Babysitting</u>	
How Long?	<u>3 mos.</u>	<u>Part-time 2 yrs.</u>	
Last Salary	<u>\$2.75 hr.</u>	<u>\$1.50 hr.</u>	
Date Left	<u>Sept. 1977</u>	<u>June 1977</u>	
Reason for Leaving	<u>Returned to school</u>	<u>to work at Sadler's</u>	

REFERENCES
(Not related to you)

Name:	Address:	Phone:	Occupation:
1. <u>Mrs. J. Jones</u>	<u>135 Oak St. Sunnyside, CA</u>	<u>555-3317</u>	<u>Housewife</u>
2. <u>Mr. John Wong</u>	<u>415 Cedar</u>	<u>" " 441-7899</u>	<u>Lawyer</u>
3. <u>Ms. Juanita Lopez</u>	<u>Ace Mfg.</u>	<u>" " 231-6615</u>	<u>Pers. Dir.</u>

BUSINESS OR OTHER SKILLS

Typing? Yes Speed 35 Shorthand? No Speed _____ Filing? Yes Other Business Machines, Especially 10-Key adding machine.

16 Susie B. Student
Signature of Applicant

BRUCKNER'S DEPARTMENT STORE

ACTIVITY 2

Employment Test

Name _____ Date _____ No. Correct _____ % _____

Write the answers to the problems as quickly and accurately as you can. Do not skip any problems. Show decimal point when necessary. Write legibly. Do not take time to recheck your answers if you can do the test in 10 minutes.

ADD:

(1)	(2)	(3)	(4)	(5)	(6)
\$4.23			\$3.10		
6.49		\$.77	1.23		\$6.31
1.23	\$.63	1.69	.91	\$.82	.86
.62	3.29	2.59	.64	1.86	4.92
.23	1.29	.16	7.04	22.29	.43
<u>\$12.80</u>	<u>\$5.21</u>	<u>\$5.21</u>	<u>\$12.92</u>	<u>\$24.97</u>	<u>\$12.52</u>

(7)	(8)	(9)	(10)	(11)	(12)
\$1.29			\$1.23		
2.49			6.49		
4.15	\$.93	\$9.45	.62	\$19.95	\$7.98
.63	1.16	1.23	.13	1.29	4.95
.06	.87	7.84			
<u>\$8.62</u>	<u>\$2.96</u>	<u>\$18.52</u>	<u>\$8.47</u>	<u>\$21.24</u>	<u>\$12.93</u>

SUBTRACT:

(13)	(14)	(15)	(16)	(17)
\$9.95	\$13.29	\$16.51	\$22.76	\$16.10
- 7.98	- 11.70	- 13.64	- 11.54	- 4.44
<u>\$1.97</u>	<u>\$1.59</u>	<u>\$2.87</u>	<u>\$11.22</u>	<u>\$11.66</u>

MULTIPLY:

(18)	(19)	(20)	(21)	(22)
349	118	89	327	32
x 3	x12	x 7	x 4	x25
<u>1,047</u>	<u>1,416</u>	<u>623</u>	<u>1,308</u>	<u>800</u>

- | | | | |
|---------------------------|----------------|-------------------------------|---------------|
| (23) 6 hankies at 35c ea. | <u>\$2.10</u> | (28) 2 towels at \$1.79 ea. | <u>\$3.58</u> |
| (24) 4 diapers at 65c ea. | <u>2.60</u> | (29) 4 face cloths at 29c ea. | <u>1.16</u> |
| (25) 6 booties at 75c ea. | <u>4.50</u> | (30) 6 face cloths at 17c ea. | <u>1.02</u> |
| (26) 3 panties at 45c ea. | <u>1.35</u> | (31) 2 towels at \$1.64 ea. | <u>3.28</u> |
| (27) TOTAL | <u>\$10.55</u> | (32) TOTAL | <u>\$9.04</u> |

- (33) Stockings are priced at 3 pairs for \$2.40. How much will 4 pairs cost?
\$ 3.20
- (34) A dress marked at \$7.95 is to sell at a 15% discount. For how much will it sell? \$ 6.76
- (35) A pair of earrings marked at \$3.95 is subject to a 6% sales tax. For how much will they sell? \$ 4.19

ACTIVITY 3

ID CN DO 953

APPLICATION FOR A SOCIAL SECURITY NUMBER

See Instructions on Back. Print in Black or Dark Blue Ink or Use Typewriter. DO NOT WRITE IN THE ABOVE SPACE

1	Enter FULL NAME YOU WILL USE IN WORK OR BUSINESS (First Name) <u>Susie</u> (Middle Name or Initial - If none, draw line) <u>B.</u> (Last Name) <u>Student</u>
2	Enter FULL NAME GIVEN YOU AT BIRTH (City) <u>Susie</u> (County if known) <u>Beth</u> (State) <u>Student</u>
3	PLACE OF BIRTH (City) <u>Sunnyside</u> (State) <u>CA.</u> (Zip Code) <u>94111</u>
4	MOTHER'S FULL NAME AT HER BIRTH (Her maiden name) <u>Beth Hughes</u>
5	FATHER'S FULL NAME (Regardless of whether living or dead) <u>Anthony Ralph Student</u>
10	HAVE YOU EVER BEFORE APPLIED FOR OR HAD A UNITED STATES SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? NO <input type="checkbox"/> DON'T KNOW <input type="checkbox"/> YES <input checked="" type="checkbox"/> (If "YES" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)
11	YOUR MAILING ADDRESS (Number and Street, Apt. No., P.O. Box, or Rural Route) (City) (State) (Zip Code) <u>1025 Orange Tree Rd. Sunnyside CA 94111</u>
12	TODAY'S DATE <u>Current</u>
13	TELEPHONE NUMBER <u>261-4132</u>
14	NOTICE: Whoever, with intent to falsify his or someone else's true identity, willfully furnishes or causes to be furnished false information in applying for a social security number, is subject to a fine of not more than \$1,000 or imprisonment for up to 1 year, or both. Sign YOUR NAME HERE (Do Not Print)

TREASURY DEPARTMENT Internal Revenue Service SOCIAL SECURITY ADMINISTRATION OFFICE

This is an example . . .

ACTIVITY 4

EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

Form W-4
U.S. Treasury Department
Internal Revenue Service

Print Full Name SUSIE B. STUDENT Social Security Account Number 565-32-6166

Print Home Address 1025 ORANGE TREE RD. CITY SUNNYSIDE Zone 94111 State CA

HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS

- If SINGLE, and you claim an exemption, write the figure "1" 1
- If MARRIED, one exemption each is allowable for husband and wife if not claimed on another certificate.
 - (a) If you claim both of these exemptions, write the figure "2" 0
 - (b) If you claim one of these exemptions, write the figure "1" 0
 - (c) If you claim neither of these exemptions, write "0" 0
- Exemptions for age and blindness (applicable only to you and your wife but not to dependents):
 - (a) If you or your wife will be 65 years of age or older at the end of the year, and you claim this exemption, write "1"; if both will be 65 or older, and you claim both of these exemptions, write "2" 0
 - (b) If you or your wife are blind, and you claim this exemption, write the figure "1"; if both are blind, and you claim both of these exemptions, write the figure "2" 0
- If you claim exemptions for one or more dependents, write the number of such exemptions. (Do not claim exemption for a dependent unless you are qualified under instruction 4 on other side.) 1
- Add the number of exemptions which you have claimed above and write the total 1
- Additional withholding per pay period under agreement with employer. See Instruction 1 \$ 0

I CERTIFY that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.

(Date) CURRENT, 19 (Signed) Susie B. Student

ACTIVITY 5

BRUCKNER'S Department Store		No.	
Big Town, California			
Charge Customer's Name: MRS. RALPH SHAWNE			
Address: 1422 1/2 No. Kedsey			
City & State: SAINT LOUIS OBISPO CA		Zip	
Circle One: Charge		Cash	
Circle One: (Store Charge/Bank Credit Card)			
Signature of Customer:			
Quan	Articles	Price	Amount
1	DAIR BOOTIES		89
2	DOZ DIAPERS	6.99 doz	6 99
1	CRIB BLANKET		8 98
4	Bibs	89	3 56
2	ROMPERS		9 98
1	SLEEPER		3 49
2	DOZ INFANT SOCKS	3/2.98	2 98
1	INFANT ROBE		9 98
Date	Sales No. WTB	Take X Send	Sales Tax TOTAL
9/20/76			46 85

The lines are numbered on the sales slip above. Below, indicate opposite the numbers if the lines have items that are incomplete, inaccurate, and/or illegible.

- Line 1: Last name of customer not legible.
- Line 2: Address is not complete - is Kedsey a street or what?
- Line 3: Zip Code is missing
- Line 4: Not complete: either cash or charge must be circled.
- Line 5: Inaccurate: both charges are circled.
- Line 6: Not complete: customer's signature is missing.
- Line 7: Not legible: the word "booties" is not clear.
- Line 8: Not accurate: 2 doz. diapers at \$6.99 doz. is \$13.98
- Line 9: \$8.98 is not lined up correctly in the column
- Line 10: \$3.56 is not lined up correctly in the column
- Line 11: Incomplete: under "Price," there is no price for each romper
- Line 12: Not legible: the word "sleeper" is not clear.
- Line 13: The word "infant" is misspelled.
- Line 14: The numbers "8" are not properly formed
- Line 15: The sales tax is missing
- Line 16: The total is wrong. 49

ACTIVITY 6

LINING-UP NUMBERS, ABBREVIATIONS, AND SYMBOLS

DIRECTIONS: In the spaces provided, identify what the abbreviations, numbers, and symbols mean in this memo.

On (3/11/76) March 11, 1976, your employer, Mrs. Simpson asked you to send the following invoice:

King's Sports, 1121 Geary (Blvd) Boulevard, San Francisco, ordered on (Feb.) February 30, three (bxs.) boxes of (No.) Number 321 fishing lures at \$5.00 (@) each; two (pkgs.) packages of tennis nets (*) Number 60123, @ 12.95; and one (doz.) dozen baseball bats, @ \$7.49. The total (amt.) amount \$196.30.

The (Mdse.) merchandise will not be sent until the first (Mon.) Monday in (Ma) May, so that it can be (rec'd) received before the season. Offer them the usual (2/10, n/30) 2% within 10 days, not 30 days. Their (a/c) account shows no (bal.) balance for the previous (mo.) month of (Jan.) January. They have always (pd.) paid their bills on time.

Another customer in Oakland, (CA) California. The Sportman's Shop, previously received all correspondence at their (P.O. Box) Post Office Box. They request that we sent it to their new location at 225 Lakeshore (Ave.) Avenue. This is on the corner of East 12th (St.) Street. They moved last (Thurs.) Thursday.

Look up account for Ski Shop two (yrs.) years ago for the months of (Feb.) February, (Mar.) March, (Apr.) April and send their statements to them (c/o) in care of Mr. J. J. Skinner.

On (Tues.) Tuesday and (Fri.) Friday mail out late notices. Don't forget that on (Wed.) Wednesday in (Ju.) June and on (Sat.) Saturday in (Jy.) July there will be staff meetings. Tell Ms. Clark that I'll be out of town on the first (Sun.) Sunday in (Aug.) August but that I won't be away during the months of (Sept.) September. (Oct.) October, (Nov.) November, and (Dec.) December.

LINE UP THESE NUMBERS IN THE AMOUNT COLUMN:

\$12,345.67
8,912.73
649.52

AMOUNT	
12,345	67
8,912	73
649	52

ACTIVITY 7

BRUCKNER'S Department Store No. 172
Big Town, California

Charge Customer's Name:

Address:

City & State: Zip

Circle One: Charge **Cash**

Circle One: Store Charge/BankCreditCard

Signature of Customer:

Quan	Articles	Price	Amount
6	Boy's Briefs	3/2.49	4 98
6	T-Shirts	3/2.98	5 96
8	Prs. Socks	.88@	7 04
			17 98

Send to:
Mrs. James Cohen
1445 Lambert St.
Bigtown, CA 94042

Date	Sales No.	Take Int.	Send X	Sales Tax	Amount
Current				TOTAL	1 08
					19 06

Cash - Send
6 Boy's Brief..... 3/2.49
6 T-Shirts 3/2.98
8 prs. Socks..... .88@
Send to:
Mrs. James Cohen
1445 Lambert Street
Bigtown, CA 94042

NOTE: For sending items,
write the address as shown on
this sales slip.

Store Charge - Take
Mrs. Perry Ioto
21 Crescent Drive
Bakersfield, CA 97321

3 Girl's Blouses3.49@
2 Girl's Shirts10.98@
1 Girl's Slacks11.98@

BRUCKNER'S Department Store No. 173
Big Town, California

Charge Customer's Name:
Mrs. Perry Ioto

Address:
21 Crescent Dr.

City & State: Zip
Bakersfield, CA 97321

Circle One: **Charge** Cash

Circle One: **Store Charge** BankCreditCard

Signature of Customer:

Quan	Articles	Price	Amount
3	Girl's Blouses	3.49@	10 47
2	Girl's Skirts	10.98@	21 96
1	Girl's Slacks		11 98
			44 41

Date	Sales No.	Take X	Send	Sales Tax	Amount
Current				TOTAL	2 66
					47 07

ACTIVITY 7

BRUCKNER'S Department Store		No. 174	
Big Town, California			
Charge Customer's Name: Mr. Harold Long			
Address: 4357 12th St.			
City & State: Stockton, CA		Zip 96301	
Circle One: Charge		Cash	
Circle One: Store Charge		BankCreditCard	
Signature of Customer:			
Quan	Articles	Price	Amount
3	Ties	4.50	13 50
1	Dress Shirt		10 98
1	Dress Shirt		8 98
1	Pr. Slacks		16 50
			49 96
Date	Sales	Take X	Sales Tax
Current	No. St. Int.	Send	3 00
			TOTAL
			52 96

Take

BANKCREDITCARD No.: 762-8574

Mr. Harold Long

4357 12th Street Stockton, CA 96301

3 Ties\$4.50@
1 Dress Shirt10.98@
1 Dress Shirt 8.98@
1 Pr. Slacks16.50@

<p>BANKCREDITCARD</p> <p>Bruckner's Department Store. Big Town, CA</p> <hr/> <p>Name: Mr. Harold Long</p> <hr/> <p>Address: 4357 12th St.</p> <hr/> <p>City & State: Stockton, CA 96301</p> <hr/> <p>NO. 762-8574</p>	QUAN	DESCRIPTION	UNIT COST	AMOUNT	
			Total Mdse.		
		Sales Clk: St. Int.	TAKE <input checked="" type="checkbox"/> DATE <input type="checkbox"/> SEND <input type="checkbox"/> Current	SUB TOTAL 49 96	
		PURCHASER-SIGN HERE		TAX 3 00	
		X		TOTAL 52 96	
<p>The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL together with any other charges due thereon subject to and in accordance with the agreement governing the use of such card.</p>					

ACTIVITY 7

BRUCKNER'S Department Store		No. 177	
Big Town, California			
Charge Customer's Name:			
Mrs. James Petroff			
Address:			
386 Cedar Blvd.			
City & State:		Zip	
Bigtown, CA		94021	
Circle One: <u>Charge</u>		Cash	
Circle One: <u>Store Charge</u>		<u>BankCreditCard</u>	
Signature of Customer:			
Quan	Articles	Price	Amount
4	Undershirts--Snap	.89	3 56
4	Receiving Blankets	2/3.59	7 18
3	Baby Gowns	3.98@	11 94
2 Doz.	Diapers	3.98doz.	7 96
			30 64
Date	Sales No.	Take <input checked="" type="checkbox"/> Send <input type="checkbox"/>	Sales Tax
Current	St. Int.		1 84
			TOTAL
			32 48

Take
BANKCREDITCARD No.: 831-0461
Mrs. James Petroff
386 Cedar Boulevard
Bigtown, CA 94021

4 Undershirts, Snap89@
4 Receiving Blankets2/3.59
3 Baby Gowns3.98@
2 Dozen Diapers3.98 Dz.

<p style="text-align: center;">BANKCREDITCARD</p> <p>Bruckner's Department Store. Big Town, CA</p> <hr/> <p>Name:</p> <p><u>Mrs. James Petroff</u></p> <p>Address:</p> <p>386 Cedar Blvd.</p> <p>City & State:</p> <p>Bigtown, CA 94021</p> <p>NO. 831-0461</p>	QUAN	DESCRIPTION	UNIT COST	AMOUNT
		Total Mdse.		
	Sales Ck. <input checked="" type="checkbox"/> St. Int. <input type="checkbox"/>		TAKE <input checked="" type="checkbox"/> DATE	
	PURCHASER-SIGN HERE		SEND <input type="checkbox"/> Current	SUB TOTAL
	X			30 64
				TAX
				1 84
				TOTAL
				32 48

The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.

ACTIVITY 7

BRUCKNER'S Department Store No. 178
Big Town, California

Charge Customer's Name:
Mrs. Peter Falleni

Address:
85 Narrow Creek Rd.

City & State: Littletown, CA Zip 92801

Circle One: Charge Cash

Circle One: Store Charge BankCreditCard

Signature of Customer:

Quan	Articles	Price	Amount	
2	Boy's Pants	6.98@	13.96	
1	Boy's Pants		7.98	
1	Boy's Shirt		8.98	
2	Boy's Shirts	5.50@	11.00	
			41.92	
Date	Sales St. No. Int.	Take X Send	Sales Tax	2.52
Current			TOTAL	44.44

Store Charge – Take
Mrs. Peter Falleni
85 Narrow Creek Road
Littletown, CA 92801

2 Boy's Pants.....6.98@
1 Boy's Pants.....7.98@
1 Boy's Shirt.....8.98@
2 Boy's Shirts.....5.50@

Cash – Take
1 Boy's Jacket.....17.98@
1 Girl's Jacket.....16.98@
2 Boy's Caps.....4.98@
1 Rain Coat.....5.88@

BRUCKNER'S Department Store No. 179
Big Town, California

Charge Customer's Name:

Address:

City & State: Zip

Circle One: Charge Cash

Circle One: Store Charge BankCreditCard

Signature of Customer:

Quan	Articles	Price	Amount	
1	Boy's Jacket		17.98	
1	Girl's Jacket		16.98	
2	Boy's Caps	4.98@	9.96	
1	Raincoat		5.88	
			50.80	
Date	Sales St. No. Int.	Take X Send	Sales Tax	3.05
Current			TOTAL	53.85

ACTIVITY 7

BRUCKNER'S Department Store		No. 180	
Big Town, California			
Charge Customer's Name: Ms. Nancy Bell			
Address: 492 Maple Dr.			
City & State: Bigtown, CA		Zip 94185	
Circle One: <u>Charge</u>		Cash	
Circle One: <u>Store Charge</u>		<u>BankCreditCard</u>	
Signature of Customer:			
Quan	Articles	Price	Amount
1	Ladies Dress		16 98
1	Ladies Slip		5 98
3	Prs. Panyhose	1.49@	4 47
1	Ladies Scarf		1 98
			29 41
Date	Sales St. No. Int.	Take <input checked="" type="checkbox"/> Send <input type="checkbox"/>	Sales Tax
Current			1 76
			TOTAL
			31 17

Take

BANKCREDITCARD No.: 938-5643

Ms. Nancy Bell

492 Maple Drive

Bigtown, CA 94185

1 Ladies Dress 16.98@

1 Ladies Slip 5.98@

3 Prs. Panty Hose 1.49@

1 Ladies Scarf 1.98@

<p>BANKCREDITCARD Bruckner's Department Store. Big Town, CA</p> <p>Name: Ms. Nancy Bell</p> <p>Address: 492 Maple Dr.</p> <p>City & State: Bigtown, CA 94185</p> <p>NO. 938-5643</p>	QUAN	DESCRIPTION	UNIT COST	AMOUNT	
			Total Mdse.		
		Sales Ck: <u>St. Int.</u>	TAKE <input checked="" type="checkbox"/> DATE SEND <input type="checkbox"/> Current	SUB TOTAL	
		PURCHASER-SIGN HERE			
		X		TAX	
		The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation I promise to pay such TOTAL together with any other charges due thereon subject to and in accordance with the agreement governing the use of such card.		TOTAL	
				29 41	
				1 76	
				31 17	

ACTIVITY 7

BRUCKNER'S Department Store		No. 181	
Big Town, California			
Charge Customer's Name:			
Mrs. Bruce Pinar			
Address:			
394 Cedar St.			
City & State:		Zip	
Bigtown, CA		94127	
Circle One: <input checked="" type="radio"/> Charge		Cash	
Circle One: <input type="radio"/> Store Charge		<input type="radio"/> Bank <input type="radio"/> Credit Card	
Signature of Customer:			
Quan	Articles	Price	Amount
4	Binders	1.29@	5 16
2	Sleepers	3.98@	7 96
4	Undershirts	.99@	3 96
2	Prs. Anklets	.69@	1 38
			18 46
Date	Sales No. St. Int.	Take <input checked="" type="checkbox"/> Send <input type="checkbox"/>	Sales Tax
Current			1 11
			TOTAL
			19 57

Store Charge – Take
Mrs. Bruce Pinar
394 Cedar Street
Bigtown, CA 94127

4 Binders.....1.29@
2 Sleepers.....3.98@
4 Undershirts......99@
2 Prs. Anklets......69@

Store Charge – Send
Mrs. Robert Smith
3 Elm Road
Littletown, CA 92020

3 Crib Blankets5.98@

Send to:
Mrs. W. T. Moses
557 Cayuga Avenue
Fairview, CA 93771

BRUCKNER'S Department Store		No. 182	
Big Town, California			
Charge Customer's Name:			
Mrs. Robert Smith			
Address:			
3 Elm Rd.			
City & State:		Zip	
Littletown, CA		92020	
Circle One: <input checked="" type="radio"/> Charge		Cash	
Circle One: <input type="radio"/> Store Charge		<input type="radio"/> Bank <input type="radio"/> Credit Card	
Signature of Customer:			
Quan	Articles	Price	Amount
3	Crib Blankets	5.98@	17 94
Date	Sales No. St. Int.	Take <input checked="" type="checkbox"/> Send <input type="checkbox"/>	Sales Tax
Current			1 08
			TOTAL
			19 02

Send to:
Mrs. W. T. Moses
557 Cayuga Ave.
Fairview, CA 93771

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ACTIVITY 7

BRUCKNER'S Department Store		No. 183	
Big Town, California			
Charge Customer's Name:			
Ms. Linda Gomez			
Address:			
3220 Lake St. Apt. 5			
City & State:		Zip	
Bigtown, CA		94102	
Circle One: <u>Charge</u>		Cash	
Circle One: Store Charge <u>BankCreditCard</u>			
Signature of Customer:			
Quan	Articles	Price	Amount
3	Dresses--Girls	9.98@	29 94
1	Dress--Infants		7 98
4	Panties--Girls	.79@	3 16
			41 08
Date	Sales St. No. Int.	Take <input checked="" type="checkbox"/> Send	Sales Tax
Current			2 46
			TOTAL
			43 54

Take
BANKCREDITCARD NO.: 592-4447
Ms. Linda Gomez
3220 Lake Street Apt. 5
Bigtown, CA 94102

3 Dresses, Girls9.98@
1 Dress, Infants7.98@
4 Panties, Girls79@

<p style="text-align: center;">BANKCREDITCARD</p> <p>Bruckner's Department Store. Big Town, CA</p> <p>Name: Ms. Linda Gomez</p> <p>Address: 3220 Lake St. Apt. 5</p> <p>City & State: Bigtown, CA 94102</p> <p>NO. 592-4447</p>	QUAN	DESCRIPTION	UNIT COST	AMOUNT	
			Total Mdse.		
		Sales Ck: <input type="checkbox"/> St. Inti. <input checked="" type="checkbox"/> TAKE <input checked="" type="checkbox"/> DATE SEND <input type="checkbox"/> Current	SUB TOTAL	4108	
		PURCHASER-SIGN HERE	TAX	246	
		X	TOTAL	4354	
The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL together with any other charges due thereon subject to and in accordance with the agreement governing the use of such card.					

ACTIVITY 9

IMPORTANT MESSAGE

For Order

Date Current Time 10:05 AM
PM

WHILE YOU WERE OUT

Mrs. Fred More

Of 1725 Oakhill St., Bigtown, CA 94231

Phone No. 261-3144

Telephone X Please call _____
Called To See You _____ Will Call Again _____
Returned Your Call _____

MESSAGE 4 prs Milady Pantyhose 032
\$1.19@, 2 Milady Slips Size 12, 068
\$2.49@ Send.

SIGNED Student's Signature

IMPORTANT MESSAGE

For Order

Date Current Time 11:20 AM
PM

WHILE YOU WERE OUT

Mrs. J. Martinez

Of 113 W. Fourth Ave. Littleton, CA
91575

Phone No. 376-5842

Telephone y Please call _____
Called To See You _____ Will Call Again _____
Returned Your Call _____

MESSAGE 2 doz. Rockabye Diapers,
\$5.98 doz. Send to her home.

SIGNED Student's Signature

IMPORTANT MESSAGE

For Order--Mrs. Bruckner

Date Current Time 11:45 AM
PM

WHILE YOU WERE OUT

Mr. Cecil Todd

Of 3612 Aragon Blvd. Bigtown, CA 94316

Phone No. 555-4432

Telephone X Please call _____
Called To See You _____ Will Call Again _____
Returned Your Call _____

MESSAGE 6 T-Shirts and 6 prs. shorts--
Send immediately

SIGNED Student's Signature

IMPORTANT MESSAGE

For Mr. and Mrs. Bruckner

Date Current Time 12:15 AM
PM

WHILE YOU WERE OUT

Mr. Arnold Todd

Of Tinytots Co.

Phone No. _____

Telephone _____ Please call _____
Called To See You X Will Call Again X
Returned Your Call _____

MESSAGE Last order was shipped and
will arrive soon.

SIGNED Student's Signature

ACTIVITY 9

IMPORTANT MESSAGE
For Mr. Nad Mrs. Bruckner
Date Current Time 12.:25 AM PM
WHILE YOU WERE OUT
MS. E.P. Maker
Of New Generation--L.A. CA
Phone No. 586-3376
Telephone Please call
Called To See You Will Call Again
Returned Your Call
MESSAGE Call Ms. Maker--collect.

SIGNED Student's Signature

IMPORTANT MESSAGE
For Mrs. Bruckner
Date current Time 12:35 AM PM
WHILE YOU WERE OUT
Mrs. Rodney Small
Of _____
Phone No. _____
Telephone Please call
Called To See You Will Call Again
Returned Your Call
MESSAGE Meeting of club changed
from 3 p.m. to 4 p.m. Wants Mrs.
Bruckner to tell Mrs. L.Wong.

SIGNED Student's Signature

IMPORTANT MESSAGE
For Order
Date Current Time 1:15 AM PM
WHILE YOU WERE OUT
Mrs. B. Arthur Jones
Of 254 Grand Rd. Bigtown, CA 94583
Phone No. 331-9268
Telephone Please call
Called To See You Will Call Again
Returned Your Call
MESSAGE 4 Baby Panties--\$.69@.
4 Coverall Bibs--\$.89@

SIGNED Student's Signature

IMPORTANT MESSAGE
For Mrs. Bruckner
Date Current Time 1:55 AM PM
WHILE YOU WERE OUT
Mr. Juan Navarro
Of Primo Sign Co. 2459 Main Dr. Big-
town, CA 94127
Phone No. 273-5731
Telephone Please call
Called To See You Will Call Again
Returned Your Call
MESSAGE Will be in at 8 a.m.
tomorrow to fix the sign.

SIGNED Student's Signature

ACTIVITY 10

BRUCKNER'S DEPARTMENT STORE					
Inventory Control Sheet					
TINYTOT Manufacturing Company 1533 Washington Ave., Los Angeles, CA 90027					
Stock Number		Unit Price	Minimum Quantity	On Hand	Order
6009	Baby Panties	\$.39	44	56	
6138	Coverall Bibs	.49	34	22	12
6257	Infant Socks	.29	167	168	
6324	Booties	.76	23	41	
6459	Infant Terry Robes	4.93	18	6	12
6566	Infant Jackets	3.94	14	14	
6671	Rompers	1.47	13	10	3
6783	Diaper Bags	2.29	35	18	17

BRUCKNER'S DEPARTMENT STORE					
Inventory Control Sheet					
Rockabye Baby's Wear Company 389 Bayshore Dr., San Francisco CA 94138					
Stock Number		Unit Price	Minimum Quantity	On Hand	Order
H71	Undershirts--Snap	\$.52	24	20	4
K35	Receiving Blankets	.78	20	26	
G56	Diapers	.47	144	167	
A23	Sleepers	2.29	15	13	2
C49	Crib Blankets	3.19	6	3	3
J76	Buntings	8.96	6	1	5
B44	Infant Jumpsuits	3.72	9	13	
002	Booties	.86	28	29	

ACTIVITY 11

<p>BRUCKNER'S DEPARTMENT STORE Bigtown, California</p> <p>TO: Tinytot Manufacturing Co. 1533 Washington Ave. Los Angeles, CA 90027</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">P.O. No: 1123</td> <td style="width: 50%;">Date: Current</td> </tr> <tr> <td colspan="2" style="text-align: center;">Deliver To: Store</td> </tr> <tr> <td colspan="2" style="text-align: center;">Delivery Date: Immediately</td> </tr> <tr> <td colspan="2" style="text-align: center;">Ship By: Express</td> </tr> </table>	P.O. No: 1123	Date: Current	Deliver To: Store		Delivery Date: Immediately		Ship By: Express	
P.O. No: 1123	Date: Current									
Deliver To: Store										
Delivery Date: Immediately										
Ship By: Express										
Quantity	Stock No.	Description	Price	Total Price						
12	6138	Coverall Bibs	.49	5.58						
12	6459	Infant Terry Robes	4.93	59.16						
3	6671	Rompers	1.47	4.41						
17	6783	Diaper Bags	2.29	<u>38.93</u>						
				108.38						

<p>BRUCKNER'S DEPARTMENT STORE Bigtown, California</p> <p>TO: Rockabye Baby'sWear Co. 389 Bayshore Dr. San Francisco, CA 94138</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">P.O. No.: 1124</td> <td style="width: 50%;">Date: Current</td> </tr> <tr> <td colspan="2" style="text-align: center;">Deliver To: Store</td> </tr> <tr> <td colspan="2" style="text-align: center;">Delivery Date: Immediately</td> </tr> <tr> <td colspan="2" style="text-align: center;">Ship By: Express</td> </tr> </table>	P.O. No.: 1124	Date: Current	Deliver To: Store		Delivery Date: Immediately		Ship By: Express	
P.O. No.: 1124	Date: Current									
Deliver To: Store										
Delivery Date: Immediately										
Ship By: Express										
Quantity	Stock No.	Description	Price	Total Price						
4	H71	Undershirts--Snap	.52	2.08						
2	A23	Sleepers	2.29	4.58						
3	C49	Crib Blankets	3.19	9.57						
5	J76	Buntings	8.96	<u>44.80</u>						
				61.03						

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ACTIVITY 12

TINYTOT MANUFACTURING COMPANY 1533 Washington Avenue Los Angeles, CA. 90027				Invoice No. 8366	
SOLD TO:				Date:	
				Terms: 2/10, n/30	
Salesman	Your Order No.	Date Received	Date Shipped	Shipped By	
Quantity	Stock No.	Description		Unit Price	Amount
✓12	6138	Coberall Bibs		\$.49	\$ 5.88
✓12	6459	Infant Terry Robes		4.93	59.16
✓3	6671	Rompers		1.47	4.41
✓17	6783	Diaper Bags		2.29	38.93
					\$108.38

Invoice No. 725489			ROCKABYE BABY'S WEAR COMPANY		
Date:			389 Bayshore Drive		
Terms: 2/10, n/30			San Francisco, California 94138		
			SOLD TO:		
Salesman	Your Order No.	Date Received	Date Shipped	Shipped By	
Quantity	Stock No.	Description		Unit Price	Amount
✓4	H71	Undershirts--Snap		\$.52	\$ 2.08
✓2	A23	Sleepers		2.29	4.58
✓3	C49	Crib Blankets		3.19	9.57
✓5	J76	Buntings		8.96	44.80
					\$61.03

ACTIVITY 13

BRUCKNER'S DEPARTMENT STORE***** *****BIGTOWN, CALIFORNIA				
TO: Tinytot Manufacturing Co. 1533 Washington Ave. Los Angeles, CA 90027				
We are RETURNING the following goods to you for CREDIT.				
Voucher No.	Date	Date Shipped	Shipped By	Packed By
154	Current	Current	Parcel Post	St. Initials
Quantity	Stock No.	Description	Unit Price	Amount
1	6459	Infant Terry Robe Parcel Post Charges		4.93 <u>1.56</u> 6.49

ACTIVITY 14

DEPOSITED IN BIGTOWN STATE BANK Bigtown, CA		
DATE <u>Current</u> Bruckner's Department Store Bigtown,	LIST CHECKS BY BANK NUMBER	
	DOLLARS	CENTS
	CURRENCY	327 00
	COIN	18 24
	CHECKS	
	19-315 1	28 37
	22-568 2	79 44
	86-231 3	47 99
	17-225 4	33 20
	TOTAL OF CHECKS LISTED ON REVERSE	
	TOTAL DEPOSIT	534 24
⑆ 1211 ⑆ 1963⑆ ⑆ 2 0344 ⑆ 88⑆		

ACTIVITY 1

**BRUCKNER'S DEPARTMENT STORE
BIGTOWN, CALIFORNIA**

APPLICATION FOR EMPLOYMENT

Date _____ 19 _____

Name _____ Age _____ Date of Birth _____ Marital Status _____

Home Address _____ City _____ State _____ Zip _____

Place of Birth _____ Citizen of U.S.? _____ Phone _____

Height _____ Weight _____ Sex _____ Social Security No. _____

Job Applied For _____

Name and Address of Person to be Notified in Case of Emergency:

Phone _____

EDUCATION

Name Where When

Grammar

Jr. High School

High School

PREVIOUS EMPLOYMENT

Latest Employer Next Preceding Next Preceding

	Latest Employer	Next Preceding	Next Preceding
Name of Employer			
Address			
Position			
How Long?			
Last Salary			
Date Left			
Reason for Leaving			

**REFERENCES
(Not related to you)**

Name: Address: Phone: Occupation:

1.

2.

3.

BUSINESS OR OTHER SKILLS

Typing? _____ Speed _____ Shorthand? _____ Speed _____ Filing? _____ Other _____

BRUCKNER'S DEPARTMENT STORE

ACTIVITY 2

Employment Test

Name	Date	No. Correct	%
------	------	-------------	---

Write the answers to the problems as quickly and accurately as you can. Do not skip any problems. Show decimal point when necessary. Write legibly. Do not take time to recheck your answers if you can do the test in 10 minutes.

ADD:

(1)	(2)	(3)	(4)	(5)	(6)
\$4.23			\$3.10		
6.49		\$.77	1.23		\$6.31
1.23	\$.63	1.69	.91	\$.82	.86
.62	3.29	2.59	.64	1.86	4.92
<u>.23</u>	<u>1.29</u>	<u>.16</u>	<u>7.04</u>	<u>22.29</u>	<u>.43</u>

(7)	(8)	(9)	(10)	(11)	(12)
\$1.29					
2.49			\$1.23		
4.15	\$.93	\$9.45	6.49		
.63	1.16	1.23	.62	\$19.95	\$7.98
<u>.06</u>	<u>.87</u>	<u>7.84</u>	<u>.13</u>	<u>1.29</u>	<u>4.95</u>

SUBTRACT:

(13)	(14)	(15)	(16)	(17)
\$9.95	\$13.29	\$16.51	\$22.76	\$16.10
<u>- 7.98</u>	<u>- 11.70</u>	<u>- 13.64</u>	<u>- 11.56</u>	<u>- 4.44</u>

MULTIPLY:

(18)	(19)	(20)	(21)	(22)
349	118	89	327	32
<u>x 3</u>	<u>x12</u>	<u>x 7</u>	<u>x 4</u>	<u>x25</u>

- (23) 6 hankies at 35c ea. _____
- (24) 4 diapers at 65c ea. _____
- (25) 6 booties at 75c ea. _____
- (26) 3 panties at 45c ea. _____

- (28) 2 towels at \$1.79 ea. _____
- (29) 4 face cloths at 29c ea. _____
- (30) 6 face cloths at 17c ea. _____
- (31) 2 towels at \$1.64 ea. _____

(27) TOTAL _____

(32) TOTAL _____

(33) Stockings are priced at 3 pairs for \$2.40. How much will 4 pairs cost?
\$ _____

(34) A dress marked at \$7.95 is to sell at a 15% discount. For how much will it sell? \$ _____

(35) A pair of earrings marked at \$3.95 is subject to a 6% sales tax. For how much will they sell? \$ _____

ACTIVITY 3

ID _____ CN _____ DO 953 _____

APPLICATION FOR A SOCIAL SECURITY NUMBER DO NOT WRITE IN THE ABOVE SPACE

See Instructions on Back. Print in Black or Dark Blue Ink or Use Typewriter.

1	Print FULL NAME YOU WILL USE IN WORK OR BUSINESS <small>(First Name) (Middle Name or Initial - if none, draw line) (Last Name)</small>		
2	Print FULL NAME GIVEN YOU AT BIRTH	6	YOUR DATE OF BIRTH <small>(Month) (Day) (Year)</small>
3	PLACE OF BIRTH <small>(City) (County if known) (State)</small>	7	YOUR PRESENT AGE <small>(Age on last birthday)</small>
4	MOTHER'S FULL NAME AT HER BIRTH <small>(Not maiden name)</small>	8	YOUR SEX MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
5	FATHER'S FULL NAME <small>(Regardless of whether living or dead)</small>	9	YOUR COLOR OR RACE WHITE <input type="checkbox"/> NEGRO <input type="checkbox"/> OTHER <input type="checkbox"/>
10	HAVE YOU EVER BEFORE APPLIED FOR OR HAD A UNITED STATES SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? <small>NO <input type="checkbox"/> DON'T KNOW <input type="checkbox"/> YES <input type="checkbox"/></small> <small>(If "YES" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)</small>		
11	YOUR MAILING ADDRESS <small>(Number and Street, Apt. No., P. O. Box, or Rural Route) (City) (State) (Zip Code)</small>		
12	TODAY'S DATE	14 NOTICE: Whoever, with intent to falsify his or someone else's true identity, willfully furnishes or causes to be furnished false information in applying for a social security number, is subject to a fine of not more than \$1,000 or imprisonment for up to 1 year, or both. Sign YOUR NAME HERE (Do Not Print)	
13	TELEPHONE NUMBER		

TREASURY DEPARTMENT Internal Revenue Service RESCREEN ASSIGN DUP ISSUED Secure completed application to nearest SOCIAL SECURITY ADMINISTRATION OFFICE
Form 33-5 (8-74)

ACTIVITY 4

EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

Form W-4
U.S. Treasury Department
Internal Revenue Service

Print Full Name _____ Social Security Account Number _____
Print Home Address _____ City _____ Zone _____ State _____

HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS

1. If SINGLE, and you claim an exemption, write the figure "1"
2. If MARRIED, one exemption each is allowable for husband and wife if not claimed on another certificate.
 - (a) If you claim both of these exemptions, write the figure "2"
 - (b) If you claim one of these exemptions, write the figure "1"
 - (c) If you claim neither of these exemptions, write "0"
3. Exemptions for age and blindness (applicable only to you and your wife but not to dependents):
 - (a) If you or your wife will be 65 years of age or older at the end of the year, and you claim this exemption, write "1"; if both will be 65 or older, and you claim both of these exemptions, write "2"
 - (b) If you or your wife are blind, and you claim this exemption, write the figure "1"; if both are blind, and you claim both of these exemptions, write the figure "2"
4. If you claim exemptions for one or more dependents, write the number of such exemptions. (Do not claim exemption for a dependent unless you are qualified under instruction 4 on other side.)
5. Add the number of exemptions which you have claimed above and write the total
6. Additional withholding per pay period under agreement with employer. See Instruction 1 \$.....

I CERTIFY that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.

(Date) _____, 19____ (Signed) _____

ACTIVITY 5

BRUCKNER'S Department Store		No.	
Big Town, California			
Charge Customer's Name: MRS. RALPH STUMMS			
Address: 1422 1/2 No. Kedsey			
City & State: SAINT LOUIS OBISPO CA		Zip	
Circle One: Charge		Cash	
Circle One: (Store Charge/Bank/Credit Card)			
Signature of Customer:			
Quan	Articles	Price	Amount
1	DAIR BOOTS		89
2	DOZ DIAPERS	6.99 Doz	6 99
1	CRIB BLANKET		8 98
4	Bibs	89	3 56
2	BOMBERS		9 98
1	SHIRT		3 49
2	DOZ INFANT SOCKS	3/2.98	2 98
1	INFANT ROBE		9 98
Date	Sales No. WP	Take X Send	Sales Tax TOTAL
9/20/76			46 85

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16

The lines are numbered on the sales slip above. Below, indicate opposite the numbers if the lines have items that are incomplete, inaccurate, and/or illegible.

- Line 1: _____
- Line 2: _____
- Line 3: _____
- Line 4: _____
- Line 5: _____
- Line 6: _____
- Line 7: _____
- Line 8: _____
- Line 9: _____
- Line 10: _____
- Line 11: _____
- Line 12: _____
- Line 13: _____
- Line 14: _____
- Line 15: _____
- Line 16: _____

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ACTIVITY 6

LINING-UP NUMBERS, ABBREVIATIONS, AND SYMBOLS

DIRECTIONS: In the spaces provided, identify what the abbreviations, numbers, and symbols mean in this memo.

On (3/11/76) _____, your employer, Mrs. Simpson asked you to send the following invoice:

King's Sports, 1121 Geary (Blvd) _____, San Francisco, ordered on (Feb.) _____ 30, three (bxs.) _____ of (No.) _____ 321 fishing lures at \$5.00 (@) _____; two (pkgs.) _____ of tennis nets (*) _____ 60123, @ 12.95; and one (doz.) _____ baseball bats, @ \$7.49. The total (amt.) _____ \$196.30.

The (Mdse.) _____ will not be sent until the first (Mon.) _____ in (Ma) _____, so that it can be (rec'd) _____ before the season. Offer them the usual (2/10, n/30) _____. Their (a/c) _____ shows no (bal.) _____ for the previous (mo.) _____ of (Jan.) _____. They have always (pd.) _____ their bills on time.

Another customer in Oakland, (CA) _____ The Sportman's Shop, previously received all correspondence at their (P.O. Box) _____. They request that we sent it to their new location at 225 Lakeshore (Ave.) _____. This is on the corner of East 12th (St.) _____. They moved last (Thurs.) _____.

Look up account for Ski Shop two (yrs.) _____ ago for the months of (Feb.) _____, (Mar.) _____, (Apr.) _____ and send their statements to them (c/o) _____ Mr. J. J. Skinner.

On (Tues.) _____ and (Fri.) _____ mail out late notices. Don't forget that on (Wed.) _____ in (Ju.) _____ and on (Sat.) _____ in (Jy.) _____ there will be staff meetings. Tell Ms. Clark that I'll be out of town on the first (Sun.) _____ in (Aug.) _____ but that I won't be away during the months of (Sept.) _____, (Oct.) _____, (Nov.) _____, and (Dec.) _____.

LINE UP THESE NUMBERS IN THE AMOUNT COLUMN:

\$12,345.67
8,912.73
649.52

AMOUNT

ACTIVITY 7

BRUCKNER'S DEPARTMENT STORE		No.174	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One: Charge		Cash	
Circle One: Store Charge/BANKCREDITCARD			
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send _____	Sales Tax TOTAL

Take
BANKCREDITCARD No.: 762-8574
Mr. Harold Long
4357 12th Street Stockton, CA 96301

3 Ties\$4.50@
1 Dress Shirt10.98@
1 Dress Shirt 8.98@
1 Pr. Slacks16.50@

<p style="text-align: center; margin: 0;">BANKCREDITCARD</p> <p style="margin: 0;">Bruckner's Department Store. Big Town, CA</p> <p style="margin: 0;">Name:</p> <p style="margin: 0;">Address:</p> <p style="margin: 0;">City & State:</p> <p style="margin: 0;">NO.</p>	QUAN	DESCRIPTION	UNIT COST		AMOUNT
		Sales Clk. TAKE <input type="checkbox"/> DATE SEND <input type="checkbox"/> :	SUB TOTAL		
	PURCHASER-SIGN HERE			TAX	
	X			TOTAL	
<p>The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.</p>					



ACTIVITY 7

BRUCKNER'S DEPARTMENT STORE		No.175	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One: Charge		Cash	
Circle One: Store Charge/BANKCREDITCARD			
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send	Sales Tax TOTAL

Store Charge – Take
Mrs. John Lopez
107 Arbutus Avenue
Littletown, CA 92137

2 Blankets4.98@
4 Receiving Blankets . . 2/3.98
4 Undershirts89@
2 Dozen Diapers 5.98Dz.

Cash – Send
2 prs. Pants10.00@
3 Briefs 3/4.49
3 T-Shirts 3/4.79
6 prs. Socks99@
6 Handkerchiefs69@

Send to:
Mr. Majed Abu Manneh
279 Polaris Road
Littletown, CA 92324

BRUCKNER'S DEPARTMENT STORE		No.176	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One: Charge		Cash	
Circle One: Store Charge/BANKCREDITCARD			
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send	Sales Tax TOTAL

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ACTIVITY 7

BRUCKNER'S DEPARTMENT STORE		No. 177	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One: Charge		Cash	
Circle One: Store Charge/BANKCREDITCARD			
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send	Sales Tax TOTAL

Take
BANKCREDITCARD No.: 831-0461
Mrs. James Petroff
386 Cedar Boulevard
Bigtown, CA 94021

- 4 Undershirts, Snap89@
- 4 Receiving Blankets2/3.59
- 3 Baby Gowns3.98@
- 2 Dozen Diapers3.98 Dz.

<p style="text-align: center;">BANKCREDITCARD</p> <p>Bruckner's Department Store. Big Town, CA</p> <p>Name:</p> <p>Address:</p> <p>City & State:</p> <p>NO.</p>	QUAN	DESCRIPTION	UNIT COST	AMOUNT
		Sales Clk. TAKE <input type="checkbox"/> DATE SEND <input type="checkbox"/>	SUB TOTAL	
		PURCHASER-SIGN HERE X	TAX	
		<small>The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.</small>	TOTAL	

ACTIVITY 7

BRUCKNER'S DEPARTMENT STORE		No. 178	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One: Charge		Cash	
Circle One: Store Charge/BANKCREDITCARD			
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send	Sales Tax TOTAL

Store Charge – Take
Mrs. Peter Falleni
85 Narrow Creek Road
Littletown, CA 92801

2 Boy's Pants6.98@
1 Boy's Pants7.98@
1 Boy's Shirt8.98@
2 Boy's Shirts5.50@

Cash – Take

1 Boy's Jacket17.98@
1 Girl's Jacket16.98@
2 Boy's Caps 4.98@
1 Rain Coat5.88@

BRUCKNER'S DEPARTMENT STORE		No. 179	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One: Charge		Cash	
Circle One: Store Charge/BANKCREDITCARD			
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send	Sales Tax TOTAL

ACTIVITY 7

BRUCKNER'S DEPARTMENT STORE		No. 180	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One: Charge		Cash	
Circle One: Store Charge		BANKCREDITCARD	
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send	Sales Tax TOTAL

Take
BANKCREDITCARD No.: 938-5643
Ms. Nancy Bell
497 Maple Drive
Bigtown, CA 94185

- 1 Ladies Dress 16.98@
- 1 Ladies Slip 5.98@
- 3 Prs. Panty Hose 1.49@
- 1 Ladies Scarf 1.98@

<p>BANKCREDITCARD Bruckner's Department Store. Big Town, CA</p> <p>Name:</p> <p>Address:</p> <p>City & State:</p> <p>NO.</p>	QUAN	DESCRIPTION	UNIT COST	AMOUNT
		Sales Clk. TAKE <input type="checkbox"/> DATE <input type="checkbox"/> SEND <input type="checkbox"/>	SUB TOTAL	
		PURCHASER SIGN HERE X _____	TAX	
		<small>The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.</small>	TOTAL	



ACTIVITY 7

BRUCKNER'S DEPARTMENT STORE		No.181	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One: Charge		Cash	
Circle One: Store Charge/BANKCREDITCARD			
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send	Sales Tax TOTAL

Store Charge – Take
Mrs. Bruce Pinar
394 Cedar Street
Bigtown, CA 94127

4 Binders.....1.29@
2 Sleepers.....3.98@
4 Undershirts......99@
2 Prs. Anklets......69@

Store Charge – Send
Mrs. Robert Smith
3 Elm Road
Littletown, CA 92027

3 Crib Blankets.....5.98@

Send to:
Mrs. W. T. Moses
557 Cayuga Avenue
Fairview, CA 93771

BRUCKNER'S DEPARTMENT STORE		No.182	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One: Charge		Cash	
Circle One: Store Charge/BANKCREDITCARD			
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send	Sales Tax TOTAL

ACTIVITY 9

IMPORTANT MESSAGE

For _____ AM
Date _____ Time _____ PM

WHILE YOU WERE OUT

M _____
Of _____
Phone No. _____
Telephoned _____ Please call _____
Returned Your Call _____
Called to See You _____
Will Call Again _____

MESSAGE _____

SIGNED _____

IMPORTANT MESSAGE

For _____ AM
Date _____ Time _____ PM

WHILE YOU WERE OUT

M _____
Of _____
Phone No. _____
Telephoned _____ Please call _____
Returned Your Call _____
Called to See You _____
Will Call Again _____

MESSAGE _____

SIGNED _____

IMPORTANT MESSAGE

For _____ AM
Date _____ Time _____ PM

WHILE YOU WERE OUT

M _____
Of _____
Phone No. _____
Telephoned _____ Please call _____
Returned Your Call _____
Called to See You _____
Will Call Again _____

MESSAGE _____

SIGNED _____

IMPORTANT MESSAGE

For _____ AM
Date _____ Time _____ PM

WHILE YOU WERE OUT

M _____
Of _____
Phone No. _____
Telephoned _____ Please call _____
Returned Your Call _____
Called to See You _____
Will Call Again _____

MESSAGE _____

SIGNED _____

ACTIVITY 9

IMPORTANT MESSAGE

For _____

Date _____ Time _____ AM
PM

WHILE YOU WERE OUT

M _____

Of _____

Phone No. _____

Telephoned _____ Please call _____
Returned Your Call _____
Called to See You _____
Will Call Again _____

MESSAGE _____

SIGNED _____

IMPORTANT MESSAGE

For _____

Date _____ Time _____ AM
PM

WHILE YOU WERE OUT

M _____

Of _____

Phone No. _____

Telephoned _____ Please call _____
Returned Your Call _____
Called to See You _____
Will Call Again _____

MESSAGE _____

SIGNED _____

IMPORTANT MESSAGE

For _____

Date _____ Time _____ AM
PM

WHILE YOU WERE OUT

M _____

Of _____

Phone No. _____

Telephoned _____ Please call _____
Returned Your Call _____
Called to See You _____
Will Call Again _____

MESSAGE _____

SIGNED _____

IMPORTANT MESSAGE

For _____

Date _____ Time _____ AM
PM

WHILE YOU WERE OUT

M _____

Of _____

Phone No. _____

Telephoned _____ Please call _____
Returned Your Call _____
Called to See You _____
Will Call Again _____

MESSAGE _____

SIGNED _____

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ACTIVITY 10

BRUCKNER'S DEPARTMENT STORE					
Inventory Control Sheet					
Tinytot Manufacturing Co. 1455 Washington Ave. Los Angeles, CA 90027					
Stock Number	Description	Unit Price	Minimum Quantity	On Hand	Order
6009	Baby Panties	\$.39	44	56	
6138	Coverall Bibs	.49	34	22	
6257	Infant Socks	.29	167	168	
6324	Booties	.76	23	41	
6459	Infant Terry Robes	4.93	18	6	
6566	Infant Jackets	3.94	14	14	
6671	Rompers	1.47	13	10	
6783	Diaper Bags	2.29	35	18	

Bruckner's Department Store					
Inventory Control Sheet					
Rockabye Baby's Wear Co. 389 Bayshore Dr. San Francisco, CA 94138					
Stock Number	Description	Unit Price	Minimum Quantity	On Hand	Order
H71	Undershirts--Snap	\$.52	25	20	
K35	Receiving Blankets	.78	20	26	
G56	Diapers	.47	144	167	
A23	Sleepers	2.29	15	13	
C49	Crib Blankets	3.19	6	3	
J76	Buntings	8.96	6	1	
B44	Infant Jumpsuits	3.72	9	13	
D02	Booties	.86	28	29	

ACTIVITY 11

BRUCKNER'S DEPARTMENT STORE Bigtown, California				
TO:			P.O. No.:	Date:
			Deliver To:	
			Delivery Date:	
			Ship By:	
Quantity	Stock No.	Description	Price	Total Price

BRUCKNER'S DEPARTMENT STORE Bigtown, California				
TO:			P.O. No.:	Date:
			Deliver To:	
			Delivery Date:	
			Ship By:	
Quantity	Stock No.	Description	Price	Total Price
			\$3	

ACTIVITY 12

TINYTOT MANUFACTURING COMPANY 1533 Washington Avenue Los Angeles, CA 90027			Invoice No. 8366 Date: (current) Terms: 2/10, n/30	
SOLD TO: Bruckner's Department Store Bigtown, California				
Salesman	P.O. No. 1123	Date Received (Current)	Date Shipped (Current)	Shipped By Express
Quantity	Stock No.	Description	Price	Amount
12	6138	Coverall Bibs	\$.49	\$ 5.88
12	6459	Infant Terry Robes	4.93	59.16
3	6671	Rompers	1.47	4.41
17	6783	Diaper Bags	2.29	<u>38.93</u>
				\$108.38

Invoice No. 725489 Date: (Current) Terms: 2/10, n/30			ROCKABYE BABY'S WEAR COMPANY 389 Bayshore Drive San Francisco, California 94138	
SOLD TO: Bruckner's Department Store Bigtown, California				
Salesman	P.O. No. 1124	Date Received (Current)	Date Shipped (Current)	Shipped By Express
Quantity	Stock No.	Description	Price	Amount
4	H71	Undershirts--Snap	\$.52	\$ 2.08
2	A23	Sleepers	2.29	4.58
3	C49	Crib Blankets	3.19	9.57
5	J76	Buntings	8.96	<u>44.80</u>
				\$61.03

ACTIVITY 13

BRUCKNER'S DEPARTMENT STORE***** *****BIGTOWN, CALIFORNIA				
TO: <div style="text-align: right; margin-top: 20px;"> We are RETURNING the following goods to you for CREDIT. </div>				
Voucher No.	Date	Date Shipped	Shipped By	Packed By
Quantity	Stock No.	Description	Unit Price	Amount

ACTIVITY 14

DEPOSITED IN BIGTOWN STATE BANK Bigtown, CA																																
DATE _____ Bruckner's Department Store Bigtown, CA	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;">LIST CHECKS BY BANK NUMBER</th> <th style="width: 20%;">DOLLARS</th> <th style="width: 20%;">CENTS</th> </tr> <tr> <td>CURRENCY</td> <td> </td> <td> </td> </tr> <tr> <td>COIN</td> <td> </td> <td> </td> </tr> <tr> <td>CHECKS</td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">1</td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">2</td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">3</td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">4</td> <td> </td> <td> </td> </tr> <tr> <td>TOTAL OF CHECKS LISTED ON REVERSE</td> <td> </td> <td> </td> </tr> <tr> <td>TOTAL DEPOSIT</td> <td> </td> <td> </td> </tr> </table>		LIST CHECKS BY BANK NUMBER	DOLLARS	CENTS	CURRENCY			COIN			CHECKS			1			2			3			4			TOTAL OF CHECKS LISTED ON REVERSE			TOTAL DEPOSIT		
LIST CHECKS BY BANK NUMBER	DOLLARS	CENTS																														
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2																																
3																																
4																																
TOTAL OF CHECKS LISTED ON REVERSE																																
TOTAL DEPOSIT																																
⑆ 1211 ⑆ 1963 ⑆ 12 0344 ⑆ 88 ⑆																																

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You are employed as a trainee with the Sadler Department Store. While on this job, you will be required to do many different things. Among these you will be asked to prepare some business forms and records. Listed below are nine numbered items requiring business forms. On the next page and on the pages which follow are the forms you are to use. They are labeled "FORM 1", "FORM 2", etc., and they correspond to these numbered items. A sales tax chart is provided. Whenever you see anything in parenthesis such as (December) or (in care of), use the proper abbreviation or symbol on your form. In this case, the abbreviation for December is "Dec." and the symbol for "in care of" is "c/o."

1. Prepare a bank deposit ticket using this information: Currency – \$47.00, Coin – \$3.65, Check 18-456 – \$12.06, Check 87-38 – \$56.23, Check 19-543 – \$24.74.
2. A Mrs. Booker T Krafton telephoned at 10:30 A.M. today and asked to speak with Ms. Karen Lancaster, Personnel Manager. She wants Ms. Lancaster to return her call. The telephone number is 354-7399. Mrs. Krafton called in regard to a Mr. John McNall, an employee of the Sadler Department Store.
3. A cash-take sale. Use the current date and write your initials in the "Sales No." space. 5 T-shirts – 3 for \$3.49.
4. A store charge-send sale. Use current date and write your initials in the "Sales No." space. Merchandise charged to Mrs. Kin Quay Low, 237 San Pablo (Street), Long Beach, (California) 91002. One woman's terry robe – \$22.99 and 3 (pairs) of pantyhose – \$1.69@.
5. A BANKCREDITCARD charge-take sale. Use the current date and write your initials in the "Sales No." space on both the sale slip and the BANKCREDITCARD form. Merchandise charged to Mr. Peter Rushford, 1520 Maple (Avenue), Fairfield, (California) 95173. BANKCREDITCARD number – 373-6811-0. Three (packages) of men's socks – 3 in a package for \$2.98 per package.
6. Write a purchase order using this information: To the A. C. Balboa (Company), 2580 Seaside (Road), San Diego, (California) 92005. P. O. No.: 543; current date; deliver to store as soon as possible by Express. 10 beach robes for men, Stock No.: 4S27 at \$19.95 each.

7. Prepare a Returned Goods Voucher: To the Fresno Fashion Center, 155 Union (Boulevard), Fresno, (California) 96430. Voucher No.: 187; current date; date shipped – current; shipped by parcel post; packed by – your initials. Two housecoats for women, Stock No. : 1576 at \$18.65 each; add to the total of the merchandise, parcel post charges of \$3.78.
8. Complete the "Order" column on the Inventory Control Sheet using the information given on the form.
9. Prepare a Daily Sales Summary Sheet using this information: Sales Slip 221 – cash sale: \$8.99 plus sales tax of \$.54; Sales Slip 222 – store charge: \$38.23 plus sales tax of \$2.29; Sales Slip 223 – BANKCREDITCARD charge: \$13.46 plus sales tax of \$.81; Sales Slip 224– cash sales: \$16.07 plus sales tax of \$.96.

FORM 1

DEPOSITED IN		
BIGTOWN STATE BANK		
Bigtown, CA		
DATE _____	LIST CHECKS BY BANK NUMBER	DOLLARS CENTS
	CURRENCY	
	COIN	
	CHECKS	
	1	
	2	
	3	
	4	
	TOTAL OF CHECK LISTED ON REVERSE	
	TOTAL DEPOSIT	
⑆ 1211 19631 ⑆ 12 0344 88 ⑆		

IMPORTANT MESSAGE

For _____

Date _____ Time _____ AM
PM

WHILE YOU WERE OUT

M _____

Of _____

Phone No. _____

Telephoned _____ Please call _____
Returned Your Call _____
Called to See You _____
Will Call Again _____

MESSAGE _____

SIGNED _____

FORM 2

BRUCKNER'S DEPARTMENT STORE		No.	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One: Charge		Cash	
Circle One: Store Charge/BANKCREDITCARD			
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send	Sales Tax TOTAL

FORM 3

5.75-5.91	.16
5.92-6.08	.16
6.09-6.24	.17
6.25-6.41	.18
6.42-6.57	.19
6.59-6.74	.19
6.75-6.90	.20
6.92-7.07	.20
7.09-7.24	.21
7.25-7.41	.21
7.42-7.58	.22
7.59-7.74	.22
7.75-7.91	.23
7.92-8.08	.23
8.09-8.24	.24
8.25-8.41	.24
8.42-8.58	.25
8.59-8.74	.25
8.75-8.91	.26
8.92-9.08	.26
9.09-9.24	.27
9.25-9.41	.27
9.42-9.58	.28
9.59-9.74	.28
9.75-9.91	.29
9.92-10.08	.29
10.09-10.24	.30
10.25-10.41	.30
10.42-10.58	.31
10.59-10.74	.31
10.75-10.91	.32
10.92-11.08	.32

BRUCKNER'S DEPARTMENT STORE		No.	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One: Charge		Cash	
Circle One: Store Charge/BANKCREDITCARD			
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send	Sales Tax TOTAL

FORM 4

DEPARTMENT STORE		No.	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One: Charge		Cash	
Circle One: Store Charge/BANKCREDITCARD			
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send	Sales Tax TOTAL

FORM 5A

FORM 5B

BANKCREDITCARD	QUAN	DESCRIPTION	UNIT COST	AMOUNT
Name:	Sales Clk.		TAKE <input type="checkbox"/> DATE	SUB TOTAL
Address:	PURCHASER-SIGN HERE		SEND <input type="checkbox"/>	TAX
City & State:	X			TOTAL
NO.	<small>The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.</small>			

FORM 6

TO:	P.O. No.:	Date:		
	Deliver To:			
	Delivery Date:			
	Ship By:			
Quantity	Stock No.	Description	Price	Total Price

<p>TO:</p> <p style="text-align: center;">We are RETURNING the following goods to you for CREDIT.</p>				
Voucher No.	Date	Date Shipped	Shipped By	Packed By
Quantity	Stock No.	Description	Unit Price	Amount
		90		

FORM 7

FORM 8

INVENTORY CONTROL SHEET					
Stock Number	Description	Unit Price	Minimum Quantity	On Hand	Order
920	Ladies Pajamas	\$ 5.58	44	36	
921	Pantyhose	.89	156	172	
922	Ladies Scarfs-Assorted	3.77	36	23	
923	Ladies Full Slips	4.32	72	55	
924	Milady Gloves-White	2.79	12	16	
925	Milady Gloves-Black	2.79	12	11	
926	Assorted Half Slips	3.66	24	28	
927	Assorted Nightgowns	9.23	32	9	

FORM 9

DAILY SALES SUMMARY SHEET					
Sales Slip Number	Cash Sales	Store Charges	BANKCREDIT CARD	Sales Tax	Total of Sales Slips
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____	_____
Date of Summary: _____		Signature of Clerk: _____			

You are employed as a trainee with the Lewis Department Store. While on this job, you will be required to do many different things. Among these, you will be asked to prepare some business forms and records. Listed below are nine items requiring business forms. On the pages which follow are the business forms you will be using. You are to select the proper business forms needed and prepare these business records. A sales tax chart is provided. Whenever you see anything in parenthesis, such as (September) or (for account), use the proper abbreviation or symbol on your form. In this case, the abbreviation for September is "Sept." and the symbol "for account" is "a/c."

1. A cash-take sale. Use the current date and write your initials in the "Sales No." space. One (dozen) (pairs) of socks – \$1.25@
2. A BANKCREDITCARD charge-take sale. Use the current date and write your initials in the "Sales No." space on both the sales slip and the BANKCREDITCARD form. Merchandise charge to Mrs. Sam Kaiser, 1540 (East) 14th (Street), Oakland, (California) 94605. BANKCREDITCARD number – 429-1461-3. Three (boxes) of diapers – \$5.49 per box.
3. A store charge-send sale. Use the current date and write your initials in the "Sales No." space. Merchandise charged to Mrs. John Gomez, 684 Santa Anna (Avenue), San Francisco, (California) 94113. Two (packages) of women's handkerchiefs – \$7.70 per package; one women's blouse – \$18.95. Write on the sales slip that Mrs. Gomez wants the (Merchandise) delivered to her address before noon on (Thursday).
4. Prepare a Daily Sales Summary Sheet using this information: Sales Slip 429 – cash sale: \$12.95 plus sales tax of \$.78; Sales Slip 430 – store charge: \$24.95 plus sales tax of \$1.50; Sales Slip 431 – BANKCREDITCARD charge: \$16.48 plus sales tax of \$.99; Sales Slip 432 – cash sale: \$6.95 plus sales tax of \$.41.
5. A Mr. Wiley Pinegar telephoned at 2:30 p.m. today and asked to speak with Ms. Sheryl Smith, Assistant Store Manager. He wants Ms. Smith to attend a Downtown Merchants Association meeting on (Friday) afternoon at 1:30. He wants Ms. Smith to call 635-8600 to confirm.
6. Complete the "Order" column on the Inventory Control Sheet using the information given on the form.

7. Write a purchase order using this information: To the Sizemore Manufacturing (Company), 625 Capital (Street), Sacramento, (California) 95814. P. O. No.: 612; current date; deliver to store as soon as possible by Parcel Post. One leather jacket, brown, Stock number 84712-4; price – \$174.49.
8. Prepare a bank deposit ticket using this information: Currency – \$55, Coin – \$14.95; Check 14-215 for \$18.97; Check 18-441 for \$68.90, Check 20-14 for \$28.45.
9. Prepare a Returned Goods Voucher: To Seaside Fabrics, 1251 Coast Highway, Laguna Beach, (California) 94101. Voucher No. :145; current date; date shipped – current; by Express; packed by – your initials. Two dresses, stock no. 49235, \$44.59@. Add to the total express charges of \$6.19.

DEPOSITED IN		
BIGTOWN STATE BANK		
Bigtown, CA		
DATE _____	LIST CHECKS BY BANK NUMBER	DOLLARS CENTS
	CURRENCY	
	COIN	
	CHECKS	
	1	
	2	
	3	
	4	
	TOTAL OF CHECKS LISTED ON REVERSE	
	TOTAL DEPOSIT	

⑆ 1211 1963⑆ 12 0344 88⑆

IMPORTANT MESSAGE

For _____

Date _____ Time _____ AM
PM

WHILE YOU WERE OUT

M _____

Of _____

Phone No. _____

Telephoned _____ Please call _____

Returned Your Call _____

Called to See You _____

Will Call Again _____

MESSAGE _____

SIGNED _____

DEPARTMENT STORE		No.	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One: <u>Charge</u> Cash			
Circle One: Store Charge/BANKCREDITCARD			
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take <input type="checkbox"/> Send <input type="checkbox"/>	Sales Tax TOTAL

BANKCREDITCARD	QUAN	DESCRIPTION	UNIT COST	AMOUNT
Name:	Sales Clk. TAKE <input type="checkbox"/> DATE : : SEND <input type="checkbox"/>		SUB TOTAL	
Address:	PURCHASER-SIGN HERE		TAX	
City & State:	X		TOTAL	
NO.	<small>The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.</small>			

85

<p>TO: Bigtown, California</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">P.O. No.:</td> <td style="width: 50%;">Date:</td> </tr> <tr> <td colspan="2" style="text-align: center;">Deliver To:</td> </tr> <tr> <td colspan="2" style="text-align: center;">Delivery Date:</td> </tr> <tr> <td colspan="2" style="text-align: center;">Ship By:</td> </tr> </table>	P.O. No.:	Date:	Deliver To:		Delivery Date:		Ship By:	
P.O. No.:	Date:								
Deliver To:									
Delivery Date:									
Ship By:									
Quantity	Stock No.	Description	Price	Total Price					

<p>TO:</p> <p style="text-align: center;">We are RETURNING the following goods to you for CREDIT.</p>				
Voucher No.	Date	Date Shipped	Shipped By	Packed By
Quantity	Stock No.	Description	Unit Price	Amount

98

INVENTORY CONTROL SHEET

Stock Number	Description	Unit Price	Minimum Quantity	On Hand	Order
A50	T-shirts	\$.89	72	65	
B51	Briefs	.79	144	152	
C52	White Socks	.59	288	256	
D53	Black Socks	.59	144	167	
E54	Dress Socks-Assorted	1.19	156	133	
F55	Leather Belts-Black	3.59	48	52	
G56	Men's White Hankies	.69	48	44	
H57	Ties-Assorted	2.98	60	29	

DAILY SALES SUMMARY SHEET

Sales Slip Number	Cash Sales	Store Charges	BANKCREDIT CARD	Sales Tax	Total of Sales Slips
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____	_____
Date of Summary: _____		Signature of Clerk: <u>97</u>			

You are employed as a trainee with the Cadbury Department Store. While on this job, you will be required to do many different things. Among these, you will be asked to prepare some business forms and records. Listed below are nine items requiring business forms. On the pages which follow are the business forms you will be using. You are to select the proper business forms needed and prepare these business records. A sales tax chart is provided. Whenever you see anything in parenthesis, such as (April) or (each), use the proper abbreviation or symbol on your form. In this case, the abbreviation for April is "Apr." and each is "ea." or the symbol "@".

1. A cash-take sale. Use the current date and write your initials in "Sales No." space. 7 T-shirts – 3 for \$4.29.
2. A BANKCREDITCARD charge-take sale. Use the current date and write your initials in the "Sales No." space on both the sales slip and the BANKCREDITCARD form. Merchandise charge to Mrs. Francesco Spagnoli, 411 Whiteoaks (Boulevard), Sunnyside, California 91259. BANKCREDITCARD number 356-1274-8. Egith (packages) of men's socks – 3 in a package for \$3.98 per package.
3. A store charge-send sale. Use current date and write your initials in the "Sales No." space. Merchandise charged to Ms. Theresa Diaz, 1760 Canyon (Drive), Los Angeles, (California) 90028. One women's bath robe – \$34.98 and 4 (pairs) of pantyhose – \$1.99@.
4. Prepare a Daily Sales Summary Sheet using this information: Sales Slip 201 – cash sale: \$14.88 plus sales tax of \$.89; Sales Slip 202 – store charge: \$34.95 plus sales tax of \$2.10; Sales Slip 203 – BANKCREDITCARD charge: \$8.29 plus sales tax of \$.50; Sales Slip 204 – cash sale: \$16.75 plus sales tax of \$1.01.
5. Mrs. Stanley Gordon telephoned at 9:20 a.m. today and asked to speak with Mr. Louie Long, Store Manager. Mr. Gordon wants information on leather coats for men in (August) this year. He needs the information by (Wednesday) and wants Mr. Long to call this number (714) 566-2745 collect.
6. Complete the "Order" column on the Inventory Control Sheet using the information given on the form.

7. Write a purchase order using this information: To the Avalon Dress (Company), 4159 Industrial Park, Los Angeles, (California) 90054. P. O. No.: 724; current date; deliver to store as soon as possible by Express. Four (dozen) men's jumpsuits, Stock number F6291; Price – \$12.89@.
8. Prepare a bank deposit ticket using this information: Currency – \$76.00, Coin – \$13.99, Check 14-116 for \$17.92; Check 19-33 for \$54.56; Check 21-18 for \$26.15.
9. Prepare a Returned Goods Voucher: To Bay Area Fashions (Incorporated), 2156 San Pablo (Boulevard), Oakland, (California) 94605. Voucher No.: 476; current date; date shipped – current; by Parcel Post; packed by – your initials. Four men's suits, black, stock no.: J810– \$65.90@.

DEPOSITED IN		
BIGTOWN STATE BANK		
Bigtown, CA		
DATE _____	LIST CHECKS BY BANK NUMBER DOLLARS CENTS	
	CURRENCY	
	COIN	
	CHECKS	
	1	
	2	
	3	
	4	
	TOTAL OF CHECKS LISTED ON REVERSE	
	TOTAL DEPOSIT	
⑆ 1211 ⑆ 1963⑆ 12 0344 ⑆ 88⑆		

IMPORTANT MESSAGE

For _____ AM

Date _____ Time _____ PM

WHILE YOU WERE OUT

M _____

Of _____

Phone No. _____

Telephoned _____ Please call _____

Returned Your Call _____

Called to See You _____

Will Call Again _____

MESSAGE _____

SIGNED _____

BRUCKNER'S DEPARTMENT STORE		No.	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One: <u>Charge</u>		Cash	
Circle One: <u>Store Charge/BANKCREDITCARD</u>			
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send <input type="checkbox"/>	Sales Tax TOTAL

9.09-9.24	.55
9.25-9.41	.56
9.42-9.58	.57
9.59-9.74	.58
9.75-9.91	.59
9.92-10.08	.60
10.09-10.24	.61
10.25-10.41	.62
10.42-10.58	.63
10.59-10.74	.64
10.75-10.91	.65
10.92-11.08	.66
11.09-11.24	.67
11.25-11.41	.68
11.42-11.58	.69
30.42-30.58	1.83
30.59-30.74	1.84
30.75-30.91	1.85
30.92-31.08	1.86
31.09-31.24	1.87
31.25-31.41	1.88
31.42-31.58	1.89
31.59-31.74	1.90
31.75-31.91	1.91
31.92-32.08	1.92
42.42-42.58	2.55
42.59-42.74	2.56
42.75-42.91	2.57
42.92-43.08	2.58
43.09-43.24	2.59
43.25-43.41	2.60
43.42-43.58	2.61
43.59-43.74	2.62
43.75-43.91	2.63
43.92-44.08	2.64
44.09-44.24	2.65
44.25-44.41	2.66
44.42-44.58	2.67
44.59-44.74	2.68
44.75-44.91	2.69

DEPARTMENT STORE		No.	
Bigtown, California			
Charge Customer's Name:			
Address:			
City & State:		Zip:	
Circle One: <u>Charge</u>		Cash	
Circle One: <u>Store Charge/BANKCREDITCARD</u>			
Signature of Customer:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send <input type="checkbox"/>	Sales Tax TOTAL
			100

MENT STORE		No.	
Bigtown, Ca			
Charge Cus' e:			
Address:			
City & State:		Zip:	
Circle One: Charge		Cash	
Circle One: Store Charge/BANKCREDITCARD			
Signature of Cus' er:			
Quan	Articles	Price	Amount
Date	Sales No.	Take Send	Sales Tax TOTAL

BANKCREDITCARD	QUAN	DESCRIPTION	UNIT COST	AMOUNT
Name:	Sales Clk.		TAKE <input type="checkbox"/> DATE	SUB TOTAL
Address:	PURCHASER-SIGN HERE		SEND <input type="checkbox"/>	TAX
City & State:	X			TOTAL
NO.	<small>The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.</small>			

TO:	P.O. No.:	Date:		
	Deliver To:			
	Delivery Date:			
	Ship By:			
Quantity	Stock No.	Description	Price	Total Price

TO:				
We are RETURNING the following goods to you for CREDIT.				
Voucher No.	Date	Date Shipped	Shipped By	Packed By
Quantity	Stock No.	Description	Unit Price	Amount
		102		

INVENTORY CONTROL SHEET					
Stock Number	Description	Unit Price	Minimum Quantity	On Hand	Order
A25	T-shirts	\$1.29	51	34	
B33	Briefs	1.19	200	212	
C41	White Socks	.79	376	331	
D56	Black Socks	.69	288	301	
E67	Dress Socks-Assorted	1.49	144	115	
F79	Leather Belts-Black	2.98	36	48	
G86	Men's White Hankies	.59	60	22	
H92	Ties-Assorted	3.99	48	29	

DAILY SALES SUMMARY SHEET					
<u>Sales Slip Number</u>	<u>Cash Sales</u>	<u>Store Charges</u>	<u>BANKCREDIT CARD</u>	<u>Sales Tax</u>	<u>Total of Sales Slips</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____	_____
Date of Summary: _____		Signature of Clerk: _____			