

Worksheet 2

Activity Report

Skills: Numeracy, Document Use
Profiled: Courier
Other Applications: All

6. What is the contact name for the last delivery made?

7. At what time was a delivery made to VIP Limo?

8. What is the waybill number for the delivery made to 480 Hurst?

9. What is the address and phone number for MGB Inc.?

10. Parcel #545428 was delivered to what address?

11. What was the service time for the delivery made to 43 Birch, Unit 6?

12. Why do you think Speedy Delivery would keep a driver manifest report like this one?

13. If the driver made about this many deliveries each day, how many would be made in one week? (Monday to Friday)

14. Why do you think the service times are different for each delivery?

