

Activity & Worksheet

Filling Out Forms

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

Use the information below to fill out this waybill:

SENDER ACCOUNT NUMBER		IMPORTANT - PHONE			Waybill No. SD-30026551	
SENDER: (FROM)		MO	DY	YR	<input type="checkbox"/> LETTER <input type="checkbox"/> PACKAGE <input type="checkbox"/> OTHER NO. PIECES: _____ CASH <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> TYPE: _____	
		POSTAL CODE			TOTAL CHARGES: _____ CREDIT CARD NO _____ EXP DATE _____	
RECEIVER: (TO)		POSTAL CODE				
		IMPORTANT - PHONE			COURIER INITIAL _____ ROUTE # _____ MO DY YR _____	
SENDER SIGNATURE: X _____		<input checked="" type="checkbox"/> DG <input type="checkbox"/>			RECEIVER SIGNATURE: X _____	

This is for a new customer. He does not have an account with your courier company and is not sure how to fill out the waybill. He needs your help.

He has 3 packages he wants delivered to Yvonne Moore in Mount Forest, ON. The address is 865 Maple Drive, N0G 2L0. Her cell phone number is (519) 238-0071.

The sender is Bob Douglas of 986 Townline Road, Peterborough, ON. His postal code is K9J 3S3. He gives you his phone number - (705) 808-3328.

You measure and weigh his packages. Each package will cost \$17.85 to send. You will need to calculate the total.

He decides to pay you by Vosa credit card. You take the information from his Vosa card to fill out the waybill.

Fill in the courier information using your own initials. The route is 3.

The packages will be sent today. Use today's date.

