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:

0	SENDER ACCOUNT NUMBER	IMPORT	IMPORTANT - PHONE			Waybill No. SD-30026551		
0	SENDER: (FROM)	МО	DY	YR	LETTER	TOTAL CHA	RGES:	
0	POSTAL CODE				□ □ PACKAGE □ □ OTHER			0
0					NO. PIECES:	CASH CRE	DIT	0
0	RECEIVER: (TO) POSTAL CODE				TYPE: CREDIT CARD NO EXP DATE			
0							1	
0		IMPOR	TANT - F	PHONE	COURIER INITIAL	ROUTE #	MO DY YR	
0	SENDER SIGNATURE:			→ □	RECEIVER S	SIGNATURE:		
0	X			DG 🗀][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, NOG 2L0. Her cell phone number is (519) 238-0071.

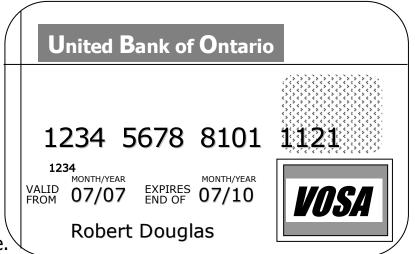
The sender is Bob Douglas of 986 Townline Road, Peterborough, ON. His postal code is K9J 3S3. He gives you his phone number - (705) 808-3328.

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.



DEAF CAN! Workforce Literacy Resources Copyright Durham Deaf Services 2008