

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

Using Forms

Every company has its own forms. One form couriers use daily is the **waybill**. A waybill is a document that shows important information about an item being shipped. Here is a very simplified example of a **waybill**:

SENDER ACCOUNT NUMBER ON4387765		IMPORTANT - PHONE (905) 123-4567		Waybill No. SD-30026549	
SENDER: (FROM) Blackett Security Systems		MO 03	DY 08	YR 08	
123 Gateway Drive, Unit 45		POSTAL CODE			
Nortonville, ON		L	1	H	6 H 7
RECEIVER: (TO) 3886 Industrial Lane		POSTAL CODE			
Carlington, ON		L	0	B	1 N 0
Att: J. Cummings		IMPORTANT - PHONE (905) 890-1234			
SENDER SIGNATURE: X <u>Mary W. O'Brien</u>		DG <input type="checkbox"/>			
<input type="checkbox"/> LETTER		TOTAL CHARGES: \$57.63			
<input checked="" type="checkbox"/> PACKAGE		CASH <input checked="" type="checkbox"/> CREDIT CARD <input type="checkbox"/>			
<input type="checkbox"/> OTHER		TYPE:			
NO. PIECES: 1 2		CREDIT CARD NO		EXP DATE	
COURIER INITIAL MB		ROUTE # 2		MO DY YR 03 10 08	
RECEIVER SIGNATURE: X <u>R.J. Flynt</u>					

Use this sample waybill above to answer these questions:

- Who received and signed for this delivery?

- How much did the receiver have to pay for this delivery?

- How many packages were delivered to 3886 Industrial Lane?

- When did Blackett Security Systems send this shipment?

- What was the sender account number used on this shipment?

- What is the waybill number for this delivery?
