

Activity 1

Forms

Skills: Numeracy, Document Use
Profiled: Shipping & Receiving
Other Applications: All

**Almost every job requires using some kind of forms.
 This is a sample Bill of Lading form used when shipping goods.**

SMS Shipping
www.shippingmadesimple.com

BILL OF LADING

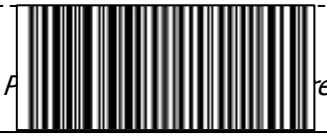
Date: 03/07/08

SHIP FROM

Name: The Home Store
 Address: 238 Lakeshore Rd.
 City: Port Perry Province: ON PC LOB 1N0
 Phone: (905) 985-1234

BOL Number:

899673058222517



SHIP TO

Name: Maison Entrepreneurs
 Address: 148 Rue Principale
 City: Montreal Province: QC PC H3B 1A4
 Phone: (705) 842-1234

Instructions

Fragile
 Refrigerate
 Keep from Freezing
 Other _____

Payment

Shipper
 Recipient
 Third Party
 C.O.D.

PIECES	DESCRIPTION	WEIGHT	Identification Number
10 cartons	65 Hammers	84.5 lbs	12345-67890
10 ctns	24 Screwdrivers Sets	84.0 lbs	23456-78910
10 ctns	40 Drills	120.0 lbs	98760-54321

30 ctns

Total Pieces

288.5 lbs

Total Weight

Delivery Details:

Rec'd by: Y. Brunelle
 Date: 03/08/08 Time: 2:15pm
 Condition: Good

Shipping Use Only:

Method: Next Day Date: 03/07/08
 Bill # HS-8743 Shipped by: Bob King
 Ship \$ 42.65 Charge to: Recipient

COMMENTS: