

Activity 2

Using Forms

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

Use this information to fill out a Bill of Lading form on page 87:

1. Use today's date for this bill of lading.
2. This shipment will go to Durham Deaf Services at 750 King Street East, Oshawa, ON, L1H 1G9. The phone number is (905) 579-3328.
3. The shipper will pay the \$34.75 shipping charge.
4. The shipment is coming from Canadian Custom Wear. It is located in Ottawa, Ontario at 22 Sparks St., Unit 16. The postal code is K1P 5B4. The phone number is (613) 887-2200.
5. Canadian Custom Wear is sending 90 Custom T-shirts. They are contained in 3 cartons marked DDS-07884.
6. They are also sending 90 Custom hats, packed in 1 carton marked DDS-07994.
7. Included in this shipment are 5 custom jackets, packed in 1 carton. It is marked DDS-07335.
8. Each carton of shirts weighs 3.9 kg; the carton of hats weighs 3 kg; and the carton of jackets weighs 1.3 kg.
9. You will need to calculate the total number of pieces and the total weight for this shipment.
10. The Bill of Lading number is 90433768457290021.
11. You will need to fill out the "Shipping Use Only" part of the form. **You** will be driving this shipment as "Next Day" service. The bill number is DC-483. Ask another student to "receive" the delivery and fill out the "delivery details".