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| TYPES OF DOCUMENTS | EXAMPLES |
| **Machine Readable Documents** | * Multiple choice mark sheet * Survey forms * Airline tickets * Products with barcode labels * Bank cheques and deposit slips * Visa * Passport |
| **Source Document** | * Cheques * Supplier Invoice * Receipts * Credit memos * Employee time cards * Deposit slips * Purchase orders * Cash register tapes * Cancelled cheques * Bank statement * Payroll report * Credit card receipt * [Sales order](https://www.accountingtools.com/articles/2017/5/16/sales-order) * Lockbox check images * Packing slip |
| **Turnaround Document** | * Meter cards * Punch cards * Aircraft and other transport boarding passes * Utility bills such as water, cable and electricity * Invoices * Detachable remittance slip |