**Principles of Business**

**Grade 10**

**Graded Homework**

**Due Date: May 4, 2020**

**Topic: Business Documents**

**Complete in project format.**

1. Define the term 'business documents' (2mks)

2. Explain two (2) reasons why documentation is necessary in business transactions. (4 mark)

3. Briefly state what these documents used in trade are and include a picture of each. (22mks)

- letter of enquiry

- quotation

- proforma invoice

- invoice

- credit note

- debit note

- statement of accounts

- Purchase Requisition

- stock card

- advice note

-delivery note

4. Briefly state what these transportation documents are and include a picture if each. (10 mks)

- import license

- bill of lading

- airway bill

- certificate of origin

- shipping note

5. State what CIF and FOB are as it relates to business documents (2mks)

6. Explain what is documentary credit and how it can be used to facilitate business. (3 mks)

Presentation and organization 1 mks

(Including intro and acknowledgement)

Bibliography 1mks (APA format)

**Total 45 marks.**