

Types of Business Documents

Name _____ Date _____

Match the business document in column A with the definition in column B.

Column A

- ___ 1. Letters
- ___ 2. Memos
- ___ 3. Faxes
- ___ 4. Applications
- ___ 5. Charts
- ___ 6. Emails
- ___ 7. Itineraries
- ___ 8. Journals
- ___ 9. Outlines
- ___ 10. Proposals
- ___ 11. Surveys
- ___ 12. Estimates
- ___ 13. Advertisements
- ___ 14. Agendas
- ___ 15. Brochures
- ___ 16. Budgets
- ___ 17. Contracts
- ___ 18. Expense Reports
- ___ 19. Invoices
- ___ 20. Inventory
- ___ 21. Job Descriptions
- ___ 22. Newsletters
- ___ 23. Receipts
- ___ 24. Resumes
- ___ 25. Schedules
- ___ 26. Time Sheets
- ___ 27. Invitations
- ___ 28. Announcements
- ___ 29. Bill of Sale
- ___ 30. Bylaws
- ___ 31. Evaluations
- ___ 32. Forecasts
- ___ 33. Ledgers
- ___ 34. Press Releases
- ___ 35. Bill of Lading
- ___ 36. MSDS

Column B

- a. A written plan from a buyer to a seller or a plan
- b. An informative document sent periodically to subscribers
- c. A written agreement by which one person sells, assigns, or transfers his right to, or interest in, personal property to another
- d. A receipt and contract issued by a common carrier for the shipment of goods
- e. The official work plan for a committee meeting
- f. Written message used by employees in an organization to communicate with one another
- g. A request (spoken or written) to participate or be present or take part in something
- h. A verbal or written request for assistance or employment or admission to a school
- i. Descriptions of the chemicals in a product provided by the product's manufacturer
- j. A route or proposed route of a journey
- k. A set of regulations/rules by which an organization conducts its business
- l. A detailed list of goods shipped or services rendered, with an account of all costs
- m. A written message addressed to a person or organization
- n. Prospective financial statements that are an entity's expected financial position, results of operations, and cash flows
- o. Reports original research, discoveries, experimentation, reviews, or essays
- p. A collection of related financial information such as revenues, expenses, accounts receivable and accounts payable
- q. Hard copy that is electronically sent/received via a telecommunication device
- r. A record of the hours worked by employees
- s. A method of exchanging digital messages
- t. An official written statement that is sent to the media so that it can be publicized
- u. A folded leaflet with an advertising or promotional message
- v. A detailed list of all the items in stock
- w. A schematic or preliminary plan
- x. A visual display of information
- y. A tool employers use to review the performance of an employee
- z. A detailed critical inspection
- aa. A statement indicating the likely cost of some job

Business Documents Worksheet

Cheryl Price, Julia Wix



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Business Software, 1987

Nonprofit Organizations' Business Forms Wiley, 1994-02-09 Designed to save nonprofit managers time in getting their organizations started The 3 5 inch disk in ASCII includes sample forms such as articles of incorporation by laws agreements and authorization letters procedural checklists worksheets sample documents and much more Features trial sample disk and manual

Microsoft Excel, Spreadsheet with Business Graphics and Database, Version 4.0 for Apple Macintosh Series Or Windows Series Microsoft Corporation, 1992

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Document Engineering Robert J. Glushko, Tim McGrath, 2005 Analysis and design methods for document exchanges that combine and interconnect business processes and services on the Internet

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