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## A company uses the following documents:

### 1. Order Form (order number)

When an order is placed, the company issues an official order form.  
This form contains all the details of an order.

### 2. Delivery Note (delivery number)

When the goods are delivered, a delivery note accompanies the goods.  
The recipient has to sign the delivery note to indicate that the goods have been received.  
On the delivery note the order number is printed to indicate to the recipient that the goods had been ordered.

### 3. Invoice (invoice number)

Usually an invoice is issued together with the delivery note to ensure that payment is made as soon as possible.  
Alternatively an invoice is mailed to the recipient.  
On the invoice details about the goods are reflected as well as the order and delivery number.

### 4. Receipt (receipt number)

Once goods have been paid for, a receipt is issued indicating the amount paid as well as method of payment ( i.e. cash, cheque, bank transfer etc).

### 5. Statement - indicates all transactions made during a period

Once every month, or at request, a statement is issued indicating all transactions for that month:  
invoices, payments etc.