

BUSINESS DOCUMENTS

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	<i>Can-Am</i>	<i>Caspani</i>	<i>Farnell</i>	<i>Ritter</i>	<i>Samex</i>	<i>Star-Line</i>	<i>Elliott</i>	<i>Orientair</i>	<i>Body Care</i>	<i>Hanson</i>	<i>Menhar</i>	<i>Taiyo</i>
air timetable			✓					✓				
annual report											✓	
balance sheet						✓						✓
bank loan agreement							✓					
company fact guide								✓				
company handbook	✓											
company index card	✓											
company profile							✓					✓
curriculum vitae					✓							
economic review						✓						
e-mail		✓			✓			✓	✓	✓		✓
faxes				✓							✓	✓
import licence form						✓						
job advertisement					✓							
job application form					✓							
letters:												
confirming an appointment							✓					
confirming details								✓				
explaining late payment						✓						
extending and refusing invitations											✓	
giving company details			✓									
giving details of product range			✓									
making a request								✓				
making complaints		✓		✓								
making enquiries			✓									
offering terms and conditions				✓		✓		✓				
of intent to purchase												✓
of introduction			✓									
of job application					✓							
of resignation										✓		
postponing an appointment							✓					
quoting insurance cover										✓		
refusing a request								✓		✓		
refusing credit facilities						✓						
refusing liability		✓										
requesting company details			✓									
requesting conference facilities											✓	
requesting information			✓									
requesting insurance cover										✓		
requesting payment						✓						
responding to a letter of complaint		✓										
terminating a contract	✓											
market research report	✓			✓								
memos							✓			✓	✓	
minutes (of meetings)					✓			✓		✓		
order form						✓						
profit and loss account						✓					✓	
proposal								✓	✓	✓	✓	
publicity brochure					✓							
purchase order						✓						
sales report	✓	✓		✓				✓				
sales tables/charts	✓					✓					✓	
statement of account						✓						
survey report								✓				
tender document								✓			✓	
visa application form								✓				