

Paul Robbins training and consultancy

Bookkeeping Transactions

Sales and Sales Returns on Credit

VAT and Discounts – Exam Format Exercise 2

On 12 July 2016 Hooper and Sons received the following purchase order from Khaled and Co. The goods were delivered the following day.

The customer has been offered an 8% trade discount.

<p style="text-align: center;"><u>Purchase Order</u></p> <p style="text-align: center;">Khaled and Co. 17 Forest Road Frome, Somerset</p> <p style="text-align: center;">Purchase Order No. KC7583</p> <p style="text-align: right;">12 July 2016</p> <p>Hooper and Sons 31 Western Road Brighton, East Sussex</p> <p>Please supply 650 gaskets, product code GV922 at £83 per 10, plus VAT.</p>

Hooper and Sons 31 Western Road Brighton, East Sussex					
Sales Invoice No. HS4102					
Date:			Purchase Order No.		
To: Khaled and Co. 17 Forest Road Frome, Somerset					
Quantity of Units	Product Code	Price Each (£)	Total after Discount (£)	VAT (£)	Total (£)

Complete the sales invoice above using the information in the purchase order.