

Paul Robbins training and consultancy

Bookkeeping Transactions

Sales and Sales Returns on Credit

VAT and Discounts – Exam Format Exercise 3

Model Answer

On 24 October 2016 Hooper and Sons received the following purchase order from CDE Ltd. The goods were delivered the following day.

The customer has been offered a 10% bulk discount.

<p style="text-align: center;"><u>Purchase Order</u></p> <p style="text-align: center;">CDE Ltd 80 Market Street Fareham, Hampshire</p> <p style="text-align: center;">Purchase Order No. CDE0276</p> <p style="text-align: right;">24 October 2016</p> <p>Hooper and Sons 31 Western Road Brighton, East Sussex</p> <p>Please supply 700 filters, product code FL65 at £22 per 5, plus VAT.</p>
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Hooper and Sons 31 Western Road Brighton, East Sussex					
Sales Invoice No. HS5376					
Date:	25 October 2016	Purchase Order No.	CDE0276		
To: CDE Ltd 80 Market Street Fareham, Hampshire					
Quantity of Units	Product Code	Price Each (£)	Total after Discount (£)	VAT (£)	Total (£)
700	FL65	4.40	2,772.00	554.40	3,326.40

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