

DOCUMENT RESUME

ED 195 845

CE 027 600

TITLE Common Core Units in Business Education: Sorting, Checking, and Verifying.

INSTITUTION California State Dept. of Education, Sacramento.: Contra Costa County Superintendent of Schools, Calif.

SPONS AGENCY Office of Education (DHEW), Washington, D.C.

PUB DATE 77

NOTE 62p.; For related documents see CE 027 585-604, ED 105 274, and ED 186 729-730.

EDRS PRICE MF01/PC03 Plus Postage.

DESCRIPTORS Alphabetizing Skills; *Business Education; *Competency Based Education; Core Curriculum; Distributive Education; *Individualized Instruction; *Job Skills; Learning Activities; *Merchandise Information; Merchandising; Office Occupations Education; Performance; Recordkeeping; Resource Units; *Sales Workers; Secondary Education; Units of Study

IDENTIFIERS California Business Education Program Guide

ABSTRACT

This secondary unit of instruction on handling sales orders is one of sixteen Common Core Units in Business Education (CCUBE). The units were designed for implementing the sixteen common core competencies identified in the California Business Education Program Guide for Office and Distributive Education. Each competency-based unit is designed to facilitate personalized instruction and may include five types of materials: (1) a teacher's guide, which provides specific strategies for the units as well as suggestions for the use of the materials; (2) a student manual, which directs the student through the unit's activities and jobs and brings the student to the competency level for the unit; (3) working papers, which are consumable materials used in completing the jobs and activities described in the student manual; (4) pre/post tests and quizzes; and (5) suggested electronic media. A strategies manual and the California Business Education Program Guide and supplements are also available--see note. (LRA)

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ED195845

COMMON CORE UNITS IN BUSINESS
EDUCATION:

SORTING, CHECKING, AND VERIFYING.

1977

CE027 600

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)."

SORTING, CHECKING, AND VERIFYING

Teacher's Guide

INTRODUCTORY NOTES

In this unit, the students are to assume they are being trained as new employees for the California Catalog Showroom Store (C.C.S.S.). The store sells consumer goods to the public; therefore, a sales tax of 6 percent is charged on all sales. Sales tax can be readily verified mentally or by using a 10-key adding machine or a 6 percent sales tax chart.

As new store employees, students will be using a C.C.S.S. Employee Training Manual (*Student Working Papers*). Students should be encouraged to progress at their own pace through this manual. The manual includes all questions and source documents necessary to complete the unit. All tasks in the manual are referred to as *jobs* rather than activities. The jobs included in this unit are not difficult, yet they will challenge most students since they demand careful work skills. Reviews and self-evaluations are built into the unit.

On-the-job training is given on tape. The time between listening and doing is kept at a minimum. Students will listen for a short time and then become active in either looking at an illustration or completing a job. The students will work through four tapes. Each tape is progressively shorter; students will feel they are progressing at a faster and faster rate while going through each tape. Except for the answers to the pre-/post-test, job answers are included on the tapes. You should stress to your students the importance of completing each job before listening to the job answers on the tape. If a student does copy answers off the tape, s/he will most likely fail the post-test and have to complete the entire unit again.

UNIT OBJECTIVES

Upon completion of this unit, students will be able to accurately complete sales order forms. Using 45 sales orders, they will be able to do each of the following activities with at least 90 percent accuracy:

- SORT 45 sales orders into alphabetical and numerical order.

009 LEON

Unit Objectives, Continued

- **CHECK** and compare names and numbers on sales orders with names and numbers on the form to which they have been transferred and make the necessary corrections.
- **VERIFY** data for accuracy and omissions by answering questions relating to the sales orders.

MATERIALS NEEDED

- Cassette tapes 1–4 (Sorting, Checking, and Verifying)
- Student Working Papers (C.C.S.S. Employee Training Manual)
- A pair of scissors
- Optional: A 6 percent sales tax chart
Use of rubber fingers or finger moisture cream

GETTING STARTED

- Give the student Working Papers (C.C.S.S. Training Manual)
- Give the student Tape 1 of Sorting, Checking, and Verifying
- All instructions are given on tape – including the pre-test
- Upon completion of the four tapes, administer the post-test

TEACHING TIPS

At certain points in the tapes, *if* students experience difficulty, they are referred to the instructor for additional help. These teacher contact points are at the end of Tape 2 (Job 4-A), Tape 3 (Job 6-A), and Tape 4 (Job 8-A). Carelessness is indicated if students score 70 percent or below on Review Jobs 4-A, 6-A, or 8-A. The teacher should make sure that these students have a functional knowledge of the alphabet and are skilled in numerical filing. Accuracy, rather than speed, should be stressed for jobs in this unit.

Most students should progress through this unit with little or no help from the instructor. You may find the following check points helpful in tracking student progress:

Teaching Tips, Continued

Check Point	Activity	Things to Note
1	End of Tape 1	Sales Orders 10060-10104 completed Instructions "NT"
2	End of Tape 2	Jobs 1-4 completed
3	End of Tape 3	Jobs 5-6 completed
4	End of Tape 4	Jobs 7-8 completed
5	Post-test	Evaluation/Grade

It is desirable for each student to have a copy of the student working papers (C.S.S. Training Manual). If budget restrictions do not permit your making a copy of the working papers for each student, you do have another option. You may place pages 1-17 (omitting test, pp. 4-6) of the working papers in separate binders or folders. The students would not be allowed to write in these folders. Job answer sheets (sample attached), however, would be used for students to record their answers. Sales orders 10060-10098 could be reused by storing them in envelopes. You would need only 5-10, or as many complete sets of the student working papers as you expect to have students working on this unit at any one time. Under this plan you would need copies of the job answer sheet, page 17 of the working papers, sales orders 10099-10104, and the post-test for each student - or as little as six sheets of paper for each student.

PRE-/POST-TEST ANSWERS

To challenge the unit, students must earn a score of at least 90% accuracy on each of the five sections of the pre-/post-test. Since the pre-/post-test is time consuming, it is suggested that most students skip the pre-test and start immediately with Tape 1. Since the pre-/post-test is a part of the student working papers, if you decide to skip the test, be sure to remove pages 4-6 and the last page of sales order forms (No. 10105-10106) from the student working papers. Staple these pages together to use as a post-test. A second post-test has also been included for your convenience.

Sample job sheets pre-/post-tests, and the correct answers are included on the pages which follow.

SORTING, CHECKING, AND VERIFYING

Job Answer Sheet

- | | | | |
|---|--|--|--|
| <p>Job 1</p> <p>2. <u>10062</u></p> <p>4. <u>10102</u></p> <p>8. <u>10076</u></p> <p>9. <u>10078</u></p> <p>10. <u>10067</u></p> <p>16. <u>10101</u></p> <p>19. <u>10073</u></p> <p>24. <u>10100</u></p> <p>30. <u>10104</u></p> <p>33. <u>10071</u></p> <p>36. <u>10068</u></p> <p>40. <u>10084</u></p> <p>42. <u>10079</u></p> <p>43. <u>10077</u></p> <p>44. <u>10075</u></p> <p>45. <u>10063</u></p> | <p>Job 2</p> <p>ANAHEIM</p> <p>AUBURN</p> <p>BAKERSFIELD ✓</p> <p>CARMEL</p> <p>CHICO</p> <p>CRESCENT CITY</p> <p>EL CENTRO ✓</p> <p>ESCONDIDO</p> <p>FORT BRAGG</p> <p>FRESNO ✓</p> <p>LOS ANGELES ✓</p> <p>MARYSVILLE ✓</p> <p>MODESTO</p> <p>MONTEREY</p> <p>NEWPORT BEACH ✓</p> <p>RIVERSIDE ✓</p> <p>SACRAMENTO ✓</p> <p>SAN BERNARDINO</p> <p>SAN DIEGO ✓</p> <p>SAN FRANCISCO ✓</p> <p>SAN JOSE ✓</p> <p>STOCKTON</p> <p>TAHOE CITY</p> <p>TURLOCK</p> <p>UKIAH ✓</p> <p>VISALIA</p> <p>WALNUT CREEK ✓</p> | <p>Job 3</p> <p>1. <u>10070</u></p> <p>2. <u>10076</u></p> <p>3. <u>10081</u></p> <p>4. <u>10073</u></p> <p>5. <u>10091</u></p> <p>6. <u>10094</u></p> <p>7. <u>10095</u></p> <p>8. <u>10064</u></p> <p>9. <u>10086</u></p> <p>10. <u>10082</u></p> | <p>Job 4</p> <p>1. <u>7</u></p> <p>2. <u>women</u></p> <p>3. <u>2</u></p> <p>4. <u>8</u></p> <p>5. <u>1</u></p> <p>6. <u>6</u></p> <p>7. <u>3</u></p> <p>8. <u>2</u></p> <p>9. <u>11</u></p> <p>10. <u>8</u></p>
<p>Job 4A</p> <p>1. <u>6</u></p> <p>2. <u>14</u></p> <p>3. <u>4</u></p> <p>4. <u>6</u></p> <p>5. <u>6</u></p> <p>6. <u>3</u></p> <p>7. <u>6</u></p> <p>8. <u>16</u></p> <p>9. <u>women</u></p> <p>10. <u>Jade Bracelet</u></p> |
|---|--|--|--|

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
1				
2				
3				
4				
4-A				

SORTING, CHECKING, AND VERIFYING

Job Answer Sheet

- | | | | |
|---|---|--|---|
| <p>Job 5</p> <ol style="list-style-type: none"> 1. <u>10064</u> 2. <u>10067</u> 3. <u>10071</u> 4. <u>10074</u> 5. <u>10078</u> 6. <u>10080</u> 7. <u>10084</u> 8. <u>10086</u> 9. <u>10090</u> 10. <u>10096</u> | <p>Job 6</p> <ol style="list-style-type: none"> 1. <u>Oceanside</u> 2. <u>\$ 56.34</u> 3. <u>Elsie Flanagan</u> 4. <u>10</u> 5. <u>30</u> 6. <u>Juan Chacon</u> 7. <u>(714)384-2217</u> 8. <u>\$158.94</u> 9. <u>\$211.89</u> 10. <u>25</u> 11. <u>A purse</u> 12. <u>\$262.54</u> 13. <u>\$189.21</u> 14. <u>\$ 11.94</u> | <p>Job 6A</p> <ol style="list-style-type: none"> 1. <u>Juan Chacon</u> 2. <u>5</u> 3. <u>2</u> 4. <u>T. Flannagan</u> 5. <u>(714) 667-2143</u> 6. <u>El Toro</u> 7. <u>2</u> 8. <u>.24¢</u> 9. <u>1</u> 10. <u>1</u> 11. <u>20</u> 12. <u>\$ 49.95</u> 13. <u>Luggage</u> 14. <u>7</u> 15. <u>\$285.43</u> 16. <u>3</u> 17. <u>6</u> 18. <u>2</u> | <p>Job 7</p> <ol style="list-style-type: none"> 1. <u>\$ 21.32</u> 2. <u>\$355.31</u> 3. <u>10060</u> 4. <u>10068</u> 5. <u>10070</u> 6. <u>10075</u> 7. <u>10081</u> 8. <u>10087</u> 9. <u>10089</u> 10. <u>10090</u> 11. <u>\$376.63</u> 12. <u>Marion Norman</u> <p>Job 8</p> <ol style="list-style-type: none"> 1. <u>*</u> 2. <u>*</u> 3. <u>\$ 25.41</u> 4. <u>Mastercharge</u> 5. <u>\$422.19</u> 6. <u>6</u> 7. <u>out-of-stock</u> 8. <u>Ralph Gaier</u> 9. <u>\$352.05</u> 10. <u>7</u> |
|---|---|--|---|

SELF EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
5				
6				
6A				
7				
8				
8A				

- Job 8A**
1. 11
 2. \$184.70
 3. Randy Gaier
 4. 1
 5. check
 6. Clif Brown
 7. C. Christen
 8. Slim Billfold
 9. Chris
 10. Newport Beach

*Several parts to answer – check tape 4.

**PRE-TEST/POST-TEST I
PART 1**

NAME KEY

Directions:

Read each of the questions below. Answer each question using sales order forms No. 10060 to 10098 on pages 18 to 30 in your booklet. Put your answers in the answer column.

1. 17 1. How many sales orders were completed for women?
2. Women 2. Did more men or women purchase styler dryers?
3. 6 3. How many Shower Massagers No. P30182 were sold?
4. 7 4. How many customers ordered three different items on one form?
5. Christopherson, J. 5. Which customer had the highest sales total on one form?
6. (408) 349-1243 6. What is John Christopherson's phone number?
7. 33 Carlos Place 7. What is the street address of Ray Carver?
8. 2 8. How many customers purchased Alarm Clock No. H20168?
9. \$11.99 9. What was the amount of the highest sales tax on any one form?
10. 10077 10. Which sales order was made out to Franklin Washington?
11. \$1.40 (or) V'ristband 11. What was the least expensive item sold during the day?
12. \$20.11 12. What was the total amount (including tax) on Sales Order 10079?
13. Riverside 13. In what city does Diane Henry live?
14. 10 14. How many sales slips did Chris complete?
15. \$19.95 15. What is the price of one Crock Pot No. H20128?
16. 5 16. How many people paid using a BankAmericard?
17. 1 17. How many wrist exercisers (No. S80171) sold?
18. 2 18. How many Aluminum Tennis Rackets (No. S80192) sold?
19. 5 19. How many customers have a phone number in the 209 area code?
20. \$189.21 20. What was the total amount sold to Diane Henry?

PRE-TEST/POST-TEST I

PART II

DIRECTIONS: Use sales slips 10061 through 10093 to verify the data on the sales summary sheet below. If you find an error on the summary sheet, draw a line through the error. Place your correction above the incorrect item.

SALES SUMMARY BANKAMERICARD

Sales Order	Date	Customer	Sales Clerk	Mdse. Total	Sales Tax	Total
10061	4/7/76	Marilyn Arellano, M.	Bob	\$ 88.25	\$ 5.30	\$ 93.55
10076 10067	4/7/76	Carver, Ray	Chris	53.15	3.19 3.19	56.34
10078 10087	4/7/76	Chacon Chosen, Juan	Ann	51.65	3.10	54.75
10082		Tamura	Chris	35.47		37.60
10092	4/7/76	Tamura, George	Terry	35.74	2.13	37.00
10093	4/7/76	Kinney, Sara	Ann	33.43	2.01	35.44
				34.47	2.07	36.54
				<u>\$261.95</u>	<u>\$ 15.73</u>	<u>\$277.68</u>
				\$263.26	\$ 16.51	\$279.77

PART III

DIRECTIONS: On the last page of your training manual, you will find sales order forms No. 10105 and 10106. You are to complete these forms using the information given below. Please date all forms 4/8/76.

Sales Order	Customer	Method of Payment	Item Purchased Catalog Number Page Number	Cost Each	Total Sales Tax
10105	Mr. Randal Keats 21 Oak Grove San Carlos, CA 94070 (415) 599-2217	B/A	3 baseball gloves No. S80189 p. 345	\$ 13.95	\$ 2.51
10106	Ms. Bette Smith 21 Town Drive Napa, CA 94558 (707) 236-1127	Check	2 pens No. 060157 p. 237	3.97	.36

PRE-TEST/POST-TEST I

PART IV

Before starting Section I, separate Sales Orders No. 10060–10098 by cutting them along the dotted lines. Be sure to use only forms 10060–10098 to answer the questions below.

Section I

DIRECTIONS: Now arrange your sales order forms in *numerical* order, according to sales order numbers. List the sales orders requested below, starting with the 4th order form from the top of the stack.

Examples: 2nd order form in the stack 10061
6th order form in the stack 10065

4th <u>10063</u>	14th <u>10073</u>	25th <u>10084</u>	34th <u>10093</u>
5th <u>10064</u>	17th <u>10076</u>	27th <u>10086</u>	35th <u>10094</u>
7th <u>10066</u>	18th <u>10077</u>	30th <u>10089</u>	37th <u>10096</u>
9th <u>10068</u>	21st <u>10080</u>	31st <u>10090</u>	38th <u>10097</u>
11th <u>10070</u>	24th <u>10083</u>	33rd <u>10092</u>	39th <u>10098</u>

Section II

DIRECTIONS: Place the sales order forms in alphabetical order, according to the customer's last name. List the sales order *numbers* for the forms requested below.

Examples: 1st order form in the stack 10061
9th order form in the stack 10060

2nd <u>10062</u>	7th <u>10078</u>	17th <u>10098</u>	25th <u>10094</u>
3rd <u>10070</u>	8th <u>10067</u>	18th <u>10066</u>	26th <u>10093</u>
4th <u>10074</u>	14th <u>10087</u>	20th <u>10091</u>	27th <u>10071</u>
5th <u>10097</u>	15th <u>10089</u>	21st <u>10088</u>	36th <u>10079</u>
6th <u>10076</u>	16th <u>10073</u>	22nd <u>10065/80/85</u>	38th <u>10075</u>

KEY: PRE-TEST/POST-TEST I

MR. MB. LAST NAME **KEATS RANDAL**

ADDRESS **21 OAK GROVE**

CITY **SAN CARLOS** STATE **CA**

ZIP **94070** DATE MO. **4** DAY **8** YR. **76** TELEPHONE NO. A.C. **415** **599** **221** **7**

SALES ORDER
10105

SALES SLIP. CASH CHECK

BA MC

GIFT CERT.

QTY	ITEM NO.	DESCRIPTION	PRICE	EXT. EACH	TOTAL
	S801893	<i>Baseball gloves</i>	345	13 95	41 85
MERCHANTISE TOTAL					41 85
SALES TAX					2 51
TOTAL					44 36

CALIFORNIA CATALOG SHOWROOM STORE

MR. MB. LAST NAME **SMITH BETTE**

ADDRESS **21 TOWN DRIVE**

CITY **NAPA** STATE **CA**

ZIP **94558** DATE MO. **4** DAY **8** YR. **76** TELEPHONE NO. A.C. **707** **236** **112** **7**

SALES ORDER
10106

SALES SLIP. CASH CHECK

BA MC

GIFT CERT.

QTY	ITEM NO.	DESCRIPTION	PRICE	EXT. EACH	TOTAL
	0601572	<i>Pens</i>	237	3 97	7 94
MERCHANTISE TOTAL					7 94
SALES TAX					36
TOTAL					8 30

CALIFORNIA CATALOG SHOWROOM STORE

MR. MB. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO. DAY YR. TELEPHONE NO. A.C.

SALES ORDER
Extra Form in case of errors

SALES SLIP. CASH CHECK

BA MC

GIFT CERT.

QTY	ITEM NO.	DESCRIPTION	PRICE	EXT. EACH	TOTAL
		11			
MERCHANTISE TOTAL					
SALES TAX					
TOTAL					

CALIFORNIA CATALOG SHOWROOM STORE

NAME _____

**PRE-TEST/POST-TEST II
PART I**

Directions:

Read each of the questions below. Answer each question using sales order forms No. 10060 to 10098 on pages 18 to 30 in your booklet. Put your answers in the answer column.

- | | |
|---------------------------------|---|
| 1. <u>22</u> | 1. How many sales orders were completed for men? |
| 2. <u>Men</u> | 2. Did more men or women purchase alarm clocks? |
| 3. <u>7</u> | 3. How many electronic calculators (No. 060149) were sold? |
| 4. <u>6</u> | 4. How many orders came from people living in San Diego? |
| 5. <u>Elsie Flanagan</u> | 5. Which customer had the lowest sales total on one form? |
| 6. <u>(213) 567-1337</u> | 6. What is John Christofferson's phone number? |
| 7. <u>No</u> | 7. Did Elsie Flanagan pay by MasterCharge? |
| 8. <u>14 Seaview Court</u> | 8. What is the street address of John Christofferson? |
| 9. <u>3</u> | 9. How many customers purchased styler/dryer No. P30137? |
| 10. <u>24¢</u> | 10. What was the amount of the lowest sales tax on any one form? |
| 11. <u>10093</u> | 11. Which sales order was made out to Sara Kinney? |
| 12. <u>Electronic LED Watch</u> | 12. What was the most expensive item sold during the day? |
| 13. <u>\$98.21</u> | 13. What was the total amount (including tax) on sales order No. 10092? |
| 14. <u>9</u> | 14. How many people paid cash for their orders? |
| 15. <u>Tracy</u> | 15. In what city does Diane Henry live? |
| 16. <u>14</u> | 16. How many sales slips did Bob complete? |
| 17. <u>8</u> | 17. How many people paid using a MasterCharge card? |
| 18. <u>12</u> | 18. How many customers have a phone number in the 714 area code? |
| 19. <u>\$158.94</u> | 19. What was the total amount (including tax) sold to Jose Rodriguez? |
| 20. <u>One Emotion Ring</u> | 20. What did Ms. Flanagan purchased by check? |

PRE-TEST/POST-TEST II

PART II

DIRECTIONS: Use sales slips 10061 through 10098 to verify the data on the sales summary sheet below. If you find an error on the summary sheet, draw a line through the error. Place your correction above the incorrect item.

SALES SUMMARY GIFT CERTIFICATES

Sales Order	Date	Customer	Sales Clerk	Mdse. Total	Sales Tax	Total
10079	4/7/76	Trihn Thrin, Doris	Bob	\$ 18.97	1.14 \$ 1.41	\$ 20.11
10094	4/7/76	Johnson, Caroline	Chris Ann	34.47 34.47	2.07	36.45 36.54
10097	4/7/76	Cailo Cailto, Conception	Terry	83.87	5.03	89.80 88.90
				137.31 137.58	8.24 8.51	145.55 145.55

PART III

DIRECTIONS: On the last page of your training manual, you will find sales order forms No. 10105 and 10106. You are to complete these forms using the information given below. Please date all forms 4/8/76.

Sales Order	Customer	Method of Payment	Item Purchased Catalog Number Page Number	Cost Each	Total Sales Tax
10105	Mr. James Reedy 33 Oak Court San Carlos, CA 94070 (415) 591-1112	M/C	3 tennis rackets No. S80191 p. 345	\$ 13.95	\$ 2.51
10106	Ms. June Richmond 33 Bell Avenue Napa, CA 94558 (707) 211-3267	Cash	1 pen No. 060158 p. 238	4.00	.24

PRE-TEST/POST-TEST II

PART IV

Before starting Section I, separate Sales Orders No. 10060–10098 by cutting them along the dotted lines.

Section I

DIRECTIONS: Place the sales order forms in alphabetical order, according to the customer's last name. List the sales order *numbers* for the forms requested below. Be sure to use only forms 10060–10098.

Examples: 1st order form in the stack 10061
8th order form in the stack 10067

3rd <u>10070</u>	10th <u>10081</u>	19th <u>10096</u>	26th <u>10093</u>
5th <u>10097</u>	11th <u>10072 or 92</u>	20th <u>10091</u>	28th <u>10095</u>
6th <u>10076</u>	13th <u>10083</u>	21st <u>10088</u>	29th <u>10090</u>
7th <u>10078</u>	14th <u>10087</u>	23rd <u>10065/80/85</u>	32nd <u>10064 or 86</u>
9th <u>10060</u>	17th <u>10098</u>	24th <u>10065/80/85</u>	34th <u>10084</u>

Section II

DIRECTIONS: Now arrange your sales order forms in *numerical* order, according to sales order numbers. List the sales orders requested below, starting with the 3rd order form from the top of the stack. Be sure to use only forms 10060–10098.

Examples: 2nd order form in the stack 10061
7th order form in the stack 10066

3rd <u>10062</u>	15th <u>10074</u>	23rd <u>10082</u>	33rd <u>10092</u>
6th <u>10065</u>	16th <u>10075</u>	26th <u>10085</u>	34th <u>10093</u>
8th <u>10067</u>	17th <u>10076</u>	28th <u>10087</u>	36th <u>10095</u>
10th <u>10069</u>	19th <u>10078</u>	29th <u>10088</u>	37th <u>10096</u>
12th <u>10071</u>	22nd <u>10081</u>	32nd <u>10091</u>	38th <u>10097</u>

MR. MB. LAST NAME
REEDY JAMES

ADDRESS
33 OAK COURT

CITY
SAN CARLOS STATE **CA**

ZIP **94070** DATE MO. **4** DAY **8** YR. **76** TELEPHONE NO. A.C. **415** **5911112**

SALES ORDER
10105

SALES CLK. CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY.	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
580191	3	Tennis rackets	345	13.95	41.85

CALIFORNIA CATALOG SHOWROOM STORE

MERCHANDISE TOTAL	41.85
SALES TAX	2.51
TOTAL	44.36

MR. MB. LAST NAME
RICHLMOND JUNE

ADDRESS
33 BELL AVENUE

CITY
NAPA STATE **CA**

ZIP **94558** DATE MO. **4** DAY **8** YR. **76** TELEPHONE NO. A.C. **707** **2113267**

SALES ORDER
10106

SALES CLK. CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY.	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
060158	1	Pen	238	4.00	4.00

CALIFORNIA CATALOG SHOWROOM STORE

MERCHANDISE TOTAL	4.00
SALES TAX	.24
TOTAL	4.24

MR. MB. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO. DAY YR. TELEPHONE NO. A.C.

SALES ORDER
 Extra Form in case of error!

SALES CLK. CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY.	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
	15				

CALIFORNIA CATALOG SHOWROOM STORE

MERCHANDISE TOTAL	
SALES TAX	
TOTAL	

SORTING, CHECKING, AND VERIFYING

Job Answer Sheet

Job 1	Job 2	Job 3	Job 4
2. _____	ANAHEIM	1. _____	1. _____
4. _____	AUBURN	2. _____	2. _____
8. _____	BAKERSFIELD	3. _____	3. _____
9. _____	CARMEL	4. _____	4. _____
10. _____	CHICO	5. _____	5. _____
16. _____	CRESCENT CITY	6. _____	6. _____
19. _____	EL CENTRO	7. _____	7. _____
24. _____	ESCONDIDO	8. _____	8. _____
30. _____	FORT BRAGG	9. _____	9. _____
33. _____	FRESNO	10. _____	10. _____
36. _____	LOS ANGELES		
40. _____	MARYSVILLE		
42. _____	MODESTO		
43. _____	MONTEREY		
44. _____	NEWPORT BEACH		Job 4A
45. _____	RIVERSIDE		1. _____
	SACRAMENTO		2. _____
	SAN BERNARDINO		3. _____
	SAN DIEGO ✓		4. _____
	SAN FRANCISCO		5. _____
	SAN JOSE		6. _____
	STOCKTON		7. _____
	TAHOE CITY		8. _____
	TURLOCK		9. _____
	UKIAH		10. _____
	VISALIA		
	WALNUT CREEK		

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
1				
2				
3				
4				16
4-A				

SORTING, CHECKING, AND VERIFYING

Job Answer Sheet

Job 5	Job 6	Job 6A	Job 7
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
5. _____	5. _____	5. _____	5. _____
6. _____	6. _____	6. _____	6. _____
7. _____	7. _____	7. _____	7. _____
8. _____	8. _____	8. _____	8. _____
9. _____	9. _____	9. _____	9. _____
10. _____	10. _____	10. _____	10. _____
	11. _____	11. _____	11. _____
	12. _____	12. _____	12. _____
	13. _____	13. _____	
	14. _____	14. _____	
		15. _____	
		16. _____	
		17. _____	
		18. _____	
			Job 8
			1. _____
			2. _____
			3. _____
			4. _____
			5. _____
			6. _____
			7. _____
			8. _____
			9. _____
			10. _____

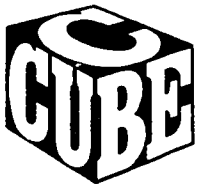
SELF EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
5				
6				
6A				
7				
8				
8A				

Job 8A

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Sorting, Checking, & Verifying



COMMON
CORE
UNITS IN
BUSINESS
EDUCATION

SORTING, CHECKING AND VERIFYING

Written by

ROGER SELSBACK
Instructor

Capuchino High School
San Bruno, California

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This document was prepared by the Office of the Contra Costa County Superintendent of Schools in cooperation with the California State Department of Education in a project funded under the Vocational Education Act, Public Law 90-576. The content does not necessarily reflect the position or policy of the U. S. Office of Education, Department of Health, Education, and Welfare, and no official endorsement of that office should be inferred.

TRAINING MANUAL

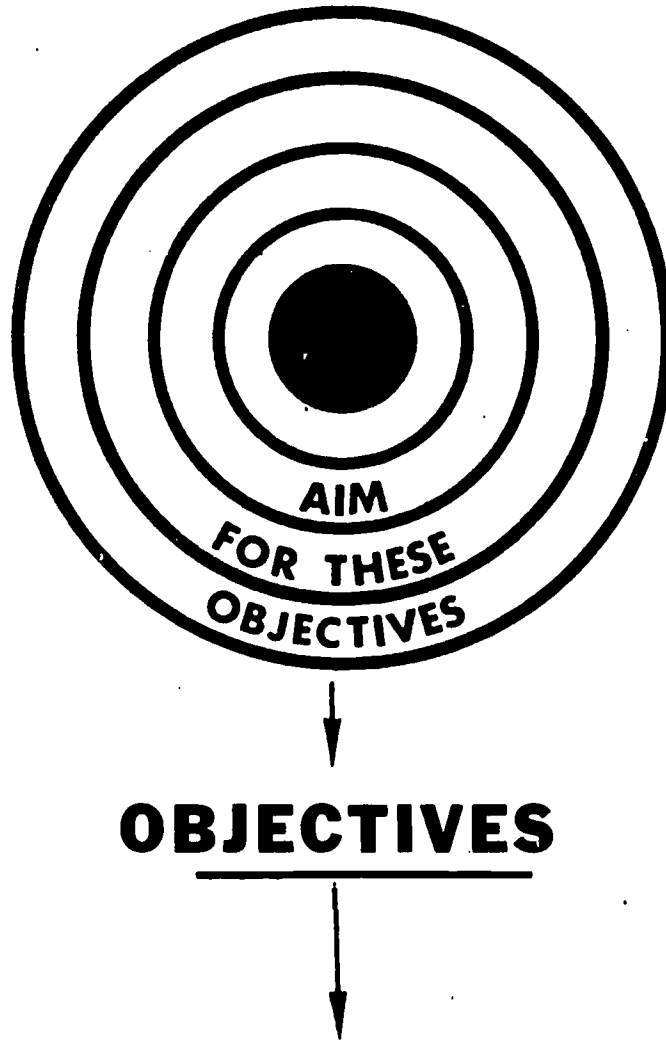
for
C. C. S. S.
Employees

**California Catalog
Showroom Store**

2700 Van Ness Avenue
San Francisco, CA 94019
(415) 878-9449

Manager: Ms. Parson

TRAINING PROGRAM



Upon completion of this training you will be able to accurately complete sales order forms. Using 45 sales orders, you will be able to do each of the following activities with 90 per cent accuracy.

- ➔ SORT 45 sales orders into alphabetical and numerical order.
- ➔ CHECK and compare names and numbers on the sales orders with names and numbers on the form to which they have been transferred and make the necessary corrections.
- ➔ VERIFY data for accuracy and omissions by answering questions relating to the sales orders.

**PRE-TEST/POST-TEST I
PART 1**

NAME _____

Directions: Read each of the questions below. Answer each question using sales order forms No. 10060 to 10098 on pages 18 to 30 in your booklet. Put your answers in the answer column.

- | | |
|-----------|---|
| 1. _____ | 1. How many sales orders were completed for women? |
| 2. _____ | 2. Did more men or women purchase styler dryers? |
| 3. _____ | 3. How many Shower Massagers No. P30182 were sold? |
| 4. _____ | 4. How many customers ordered three different items on one form? |
| 5. _____ | 5. Which customer had the highest sales total on one form? |
| 6. _____ | 6. What is John Christopherson's phone number? |
| 7. _____ | 7. What is the street address of Ray Carver? |
| 8. _____ | 8. How many customers purchased Alarm Clock No. H20168? |
| 9. _____ | 9. What was the amount of the highest sales tax on any one form? |
| 10. _____ | 10. Which sales order was made out to Franklin Washington? |
| 11. _____ | 11. What was the least expensive item sold during the day? |
| 12. _____ | 12. What was the total amount (including tax) on Sales Order 10079? |
| 13. _____ | 13. In what city does Diana Henry live? |
| 14. _____ | 14. How many sales slips did Chris complete? |
| 15. _____ | 15. What is the price of one Crock Pot No. H20128? |
| 16. _____ | 16. How many people paid using a BankAmericard? |
| 17. _____ | 17. How many wrist exercisers (No. S80171) sold? |
| 18. _____ | 18. How many Aluminum Tennis Rackets (No. S80192) sold? |
| 19. _____ | 19. How many customers have a phone number in the 209 area code? |
| 20. _____ | 20. What was the total amount sold to Diane Henry? |

PRE-TEST/POST-TEST I

PART II

DIRECTIONS: Use sales slips 10061 through 10093 to verify the data on the sales summary sheet below. If you find an error on the summary sheet, draw a line through the error. Place your correction above the incorrect item.

.....

SALES SUMMARY BANKAMERICARD

Sales Order	Date	Customer	Sales Clerk	Mdee. Total	Sales Tax	Total
10061	4/7/76	Arellano, M.	Bob	\$ 88.25	\$ 5.30	\$ 93.55
10067	4/7/76	Carver, Ray	Chris	53.15	3.91	56.34
10087	4/7/76	Chocon, Juan	Ann	51.65	3.10	54.75
10092	4/7/76	Tamora, George	Terry	35.74	2.13	37.06
10093	4/7/76	Kinney, Sara	Ann	34.47	2.07	36.54
				<u>\$263.26</u>	<u>\$ 16.51</u>	<u>\$278.24</u>

.....

PART III

DIRECTIONS: On the last page of your training manual, you will find sales order form No. 10105 and 10106. You are to complete these forms using the information given below. Please date all forms 4/8/76.

Sales Order	Customer	Method of Payment	Item Purchased Catalog Number Page Number	Cost Each	Total Sales Tax
10105	Mr. Randal Keats 21 Oak Grove San Carlos, CA 94070 (415) 599-2217	B/A	3 baseball gloves No. S80189 p. 345	\$ 13.95	\$ 2.51
10106	Ms. Bette Smith 21 Town Drive Napa, CA 94558 (707) 236-1127	Check	2 pens No. 060157 p. 237	3.97	.36

PRE-TEST/POST-TEST I

PART. IV

Before starting Section I, separate Sales Orders No. 10060–10098 by cutting them along the dotted lines. Be sure to use only forms 10060–10098 to answer the questions below.

Section I

DIRECTIONS: Now arrange your sales order forms in *numerical* order, according to sales order numbers. List the sales orders requested below, starting with the 4th order form from the top of the stack.

Examples: 2nd order form in the stack 10061
6th order form in the stack 10065

4th _____	14th _____	25th _____	34th _____
5th _____	17th _____	27th _____	35th _____
7th _____	18th _____	30th _____	37th _____
9th _____	21st _____	31st _____	38th _____
11th _____	24th _____	33rd _____	39th _____

Section II

DIRECTIONS: Place the sales order forms in alphabetical order, according to the customer's last name. List the sales order *numbers* for the forms requested below.

Examples: 1st order form in the stack 10061
9th order form in the stack 10060

2nd _____	7th _____	17th _____	25th _____
3rd _____	8th _____	18th _____	26th _____
4th _____	14th _____	20th _____	27th _____
5th _____	15th _____	21st _____	36th _____
6th _____	16th _____	22nd _____	38th _____

THE SALES ORDER

1	<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> MS. <input type="checkbox"/> MISS LAST NAME: PRESTON JILL										SALES ORDER 10024		2																																										
	ADDRESS: 267 WESTMORE DRIVE										SALES CLK. Toni																																												
	CITY: DAILY CITY								STATE: CA		<input type="checkbox"/> CASH <input checked="" type="checkbox"/> CHECK <input type="checkbox"/> BA <input type="checkbox"/> MC																																												
	ZIP: 94015		DATE: 9 2 76			TELEPHONE NO.: 918 871-8926					<input type="checkbox"/> GIFT CERT.																																												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>CATALOG NO.</th> <th>QTY.</th> <th>DESCRIPTION</th> <th>PART NO.</th> <th>PRICE EACH</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>✓ 060137</td> <td>2</td> <td>Label Makers</td> <td>623</td> <td>5.95</td> <td>11.90</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="5" style="text-align: right;">MERCHANDISE TOTAL</td> <td style="text-align: right;">11.90</td> </tr> <tr> <td colspan="5" style="text-align: right;">SALES TAX</td> <td style="text-align: right;">71</td> </tr> <tr> <td colspan="5" style="text-align: right;">TOTAL</td> <td style="text-align: right;">12.61</td> </tr> </tbody> </table>													CATALOG NO.	QTY.	DESCRIPTION	PART NO.	PRICE EACH	TOTAL	✓ 060137	2	Label Makers	623	5.95	11.90													MERCHANDISE TOTAL					11.90	SALES TAX					71	TOTAL					12.61
CATALOG NO.	QTY.	DESCRIPTION	PART NO.	PRICE EACH	TOTAL																																																		
✓ 060137	2	Label Makers	623	5.95	11.90																																																		
MERCHANDISE TOTAL					11.90																																																		
SALES TAX					71																																																		
TOTAL					12.61																																																		
CALIFORNIA CATALOG SHOWROOM STORE																																																							

DEPARTMENT CODES

- | | |
|----------------------|------------------------|
| J-10 = Jewelry | M-50 = Music |
| H-20 = Household | O-60 = Office Supplies |
| P-30 = Personal Care | T-70 = Toys |
| L-40 = Luggage | S-80 = Sporting Goods |

25

SALES ORDERS FOR STUDENTS TO COMPLETE

Sales Order Number	Customer	Method of Payment	Item Purchased	Catalog Number & Page	Cost Each	Total Sales Tax
10099	Mr. Ralph Gaeir 727 North Lake Drive Antioch, CA 94509 (415) 757-2239	B/A	2 - Fishing reels	No. S80187 p. 347	\$ 14.00	\$ 1.68
10100	Ms. Diane Galvin 23 Meadowbrook Court Pittsburg, CA 94565 (415) 439-2700	Gift Cert.	4 - Sleeping bags	No. S80143 p. 343	19.00	4.56
10101	Ms. Barbara Coats 331 Elsie Court Martinez, CA 94553 (415) 228-3146	Cash	1 - Mixing bowl set	No. H20123 p. 76	6.00	.36
10102	Mr. Bob Bentley 21 North Gate Road Vallejo, CA 94590 (707) 644-3026	Check	3 - Baseball bats 1 - Softball	No. S80188 No. S80186 p. 345	7.50 1.50	1.35 .09
10103	Ms. Judy Bendure 621 Hilltop Drive Orville, CA 95965 (916) 236-9212	Check	2 - Pen and pencil sets	No. 060156 p. 237	12.95	1.55
10104	Mr. Larry Hopkins 37 Tiptoe Court Sonora, CA 95370 (209) 347-1126	Cash	1 - Bathroom scale 2 - Bath mats	No. H20129 No. H20131 P. 68	8.35 3.00	.50 .36

JOB ANSWER SHEET

JOB 1

2.	<u>10062</u>	2nd from top	10.	_____	30	_____	42.	_____
4.	_____		16.	_____	33.	_____	43.	_____
8.	_____		19.	_____	36.	_____	44.	_____
9.	_____		24.	_____	40.	_____	45.	_____

JOB 2

ANAHEIM
AUBURN
BAKERSFIELD
CARMEL
CHICO
CRESCENT CITY
EL CENTRO
ESCONDIDO
FORT BRAGG

FRESNO
LOS ANGELES
MARYSVILLE
MODESTO
MONTEREY
NEWPORT BEACH
RIVERSIDE
SACRAMENTO
SAN BERNARDINO

SAN DIEGO ✓
SAN FRANCISCO
SAN JOSE
STOCKTON
TAHOE CITY
TURLOCK
UKIAH
VISALIA
WALNUT CREEK

JOB 3

(You will not use all the blanks)

1.	<u>10070</u>	5.	_____	9.	_____
2.	_____	6.	_____	10.	_____
3.	_____	7.	_____	11.	_____
4.	_____	8.	_____	12.	_____

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
1.				
2.				
3.				

JOB 4

1. How many sales orders were completed by Terry? _____
2. Did more men or women purchase Styler/Dryers? _____
3. How many Steam and Dry Irons (No. H20136) were sold? _____
4. How many customers paid by using a MasterCharge card? _____
5. How many men purchased a Rower Exerciser No. S80168? _____
6. How many sales orders were from San Francisco? _____
7. How many Tan Metal Bookcases No. 060127 were sold? _____
8. How many rower exercisers were sold? _____
9. How many customers paid by cash? _____
10. How many sales orders were completed by Ann? _____

JOB 4-A

IF YOU SCORED *GOOD* OR *EXCELLENT* ON JOB 4, you may SKIP these questions. Go directly to Job 5 on page 11.

1. How many sales orders were completed for people in Los Angeles? _____
2. How many sales orders were completed by Bob? _____
3. How many sleeping bags were sold? _____
4. How many shower massagers were sold? _____
5. How many customers paid by BankAmericard? _____
6. How many women purchased electronic calculators? _____
7. How many sales orders were completed for people living in San Diego? _____
8. How many customers paid by check? _____
9. Did more women or men purchase styler/dryers? _____
10. What item was purchased on sales order No. 10069? _____

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
4				
4-A				

JOB 5

Example: 3rd (from top) 10062

- | | |
|---------------|----------------|
| 1. 5th _____ | 6. 21st _____ |
| 2. 8th _____ | 7. 25th _____ |
| 3. 12th _____ | 8. 27th _____ |
| 4. 15th _____ | 9. 31st _____ |
| 5. 19th _____ | 10. 37th _____ |

JOB 6

1. In what city does Ted Penrose live? _____
2. What was the amount of the total sales (including tax) to Ray Carver? _____
3. Which customer purchased an Emotion Ring? _____
4. How many sales came from Area Code 415? _____
5. How many sales (including tax) were for under \$50? _____
6. Which customer purchased two tennis rackets? _____
7. What is Ms. Flannagan's phone number? _____
8. What was the total dollar amount (including tax) sold to Mr. Rodriguez? _____
9. What was the total amount (including tax) sold to Christopherson? _____
10. How many sales slips were completed for men on 4/7/76? _____
11. Which item was out of stock? _____
12. What was the dollar amount of sales in the Household Department (not including tax)? _____
13. What was the total dollar amount (including tax) sold to Ms. Henry? _____
14. What was the highest sales tax on one order? _____

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
5				
6				

JOB 6-A

IF YOU SCORED *GOOD* OR *EXCELLENT* ON JOB 6, you may SKIP these questions. Go directly to Job 7 on page 13.

1. Which customer purchased three wrist bands? _____
2. How many sales were for over \$100 (including tax)? _____
3. How many sales were from Area Code 408? _____
4. Which customer purchased a skateboard? _____
5. What is Mr. Christian's phone number? _____
6. In what city does Ms. Flannagan live? _____
7. How many sales orders were completed for Jose Rodriguez? _____
8. What was the amount of the lowest sales tax on any one order? _____
9. How many sales orders were completed for Ms. Henry? _____
10. How many items were out of stock? _____
11. How many sales slips were completed for women on 4/7/76? _____
12. What was the dollar amount of sales (excluding tax) in the Toy Department? _____
13. Which department is identified by the code L-40? _____
14. How many electronic calculators were sold? _____
15. What was the dollar amount of sales (excluding tax) in the Jewelry Department? _____
16. How many styler/dryers were sold? _____
17. How many sales came from customers living in San Diego? _____
18. How many steam and dry irons were sold? _____

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
6-A				

JOB 7

1. What was the total amount of sales tax on MasterCharge sales? _____
2. What was the merchandise total on MasterCharge sales? _____
- 3-10. Which sales order numbers were charged on MasterCharge cards?

3. _____	5. _____	7. _____	9. _____
4. _____	6. _____	8. _____	10. _____
11. What was the sales total (including tax) on MasterCharge sales? _____
12. Which customer made the smallest purchase on a MasterCharge card? _____

JOB 8

1. List two customers who ordered exactly the same items: _____

2. Mr. Yamamoto feels there is a mistake on his sales order. Find and correct the error. _____
3. Find and correct the error in one of Chris' sales orders. _____
4. Which credit card was used more frequently on 4/7/76: MasterCharge or BankAmericard? _____
5. What was the total amount (including tax) sold by Terry? _____
6. How many customers live within the 213 Area Code? _____
7. Why was a line drawn through No. L40101 on order No. 10095? _____
8. Which customer purchased two fishing reels? _____
9. What was the total amount (including tax) sold by Ann? _____
10. How many of the customers purchased three different items on one order form? _____

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
7				
8				

JOB 8-A

IF YOU SCORED *GOOD* OR *EXCELLENT* on Job 8, you may SKIP these questions. Ask your instructor for the Post-Test.

1. How many customers purchased only two different items on one order form? _____
2. What was the total amount (including tax) sold on the order forms you completed? _____
3. Which customer purchased a Thermos? _____
4. How many customers live within the 805 Area Code? _____
5. Were there more sales by cash or by check on 4/7/76? _____
6. Which customer made a master charge purchase for a total of \$37.06? _____
7. Which customer made the highest total purchase using a Master Charge card? _____
8. What did J. McCormick purchase? _____
9. Which sales clerk completed order number 10082? _____
10. What city has the zip code 92661? _____

SELF-EVALUATION

JOB	EXCELLENT	GOOD	FAIR	NEEDS IMPROVEMENT
8-A				

34

MR. MS. LAST NAME
GAEIR ALPH

ADDRESS
727 NORTH LAKE DRIVE

CITY
ANTIOCH STATE
CA

ZIP
94509 DATE
 MO DAY YR
4 7 76 TELEPHONE NO
 AC
415 757 2239

SALES ORDER
10099

SALES CLN. CASH CHECK
 Student BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
580187	2	2-Fishing reels	347	14 00	28 00
MERCHANTISE TOTAL					28 00
SALES TAX					1 68
TOTAL					29 68

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. LAST NAME
GALVIN DIANE

ADDRESS
23 MEADOWBROOK COURT

CITY
PITTSBURG STATE
CA

ZIP
94565 DATE
 MO DAY YR
4 7 76 TELEPHONE NO
 AC
415 439 2700

SALES ORDER
10100

SALES CLN. CASH CHECK
 Student BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
580143	4	Sleeping Bags	343	19 00	76 00
MERCHANTISE TOTAL					76 00
SALES TAX					4 56
TOTAL					80 56

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. LAST NAME
COATS BARBARA

ADDRESS
331 EISIE COURT

CITY
MARTINEZ STATE
CA

ZIP
94553 DATE
 MO DAY YR
4 7 76 TELEPHONE NO
 AC
415 228 3146

SALES ORDER
10101

SALES CLN. CASH CHECK
 Student BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
H20123	1	Mixing Bowl Set	76	6 00	6 00
MERCHANTISE TOTAL					6 00
SALES TAX					36
TOTAL					6 36

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. **BENTLEY BOB**

ADDRESS **21 NORTH GATE ROAD**

CITY **VALLEJO** STATE **CA**

ZIP **94590** DATE **9 9 76** TELEPHONE NO **AC 6443026**

SALES ORDER

SALES SLK **10102**

CASH CHECK

BA MC

GIFT CERT

Student

CATALOG NO	QTY	DESCRIPTION	UNIT PRICE	PRICE EACH	TOTAL
580188	3	Baseball Bats	345	7.50	22.50
580186	1	Soft Ball	345	1.50	1.50
MERCHANDISE TOTAL					24.00
SALES TAX					1.44
TOTAL					25.44

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. **BENDURE JUDY**

ADDRESS **621 HILLTOP DRIVE**

CITY **OROVILLE** STATE **CA**

ZIP **95965** DATE **4 7 76** TELEPHONE NO **AC 2369212**

SALES 18185^R

SALES SLK

CASH CHECK

BA MC

GIFT CERT

Student

CATALOG NO	QTY	DESCRIPTION	UNIT PRICE	PRICE EACH	TOTAL
060156	2	Pen and Pencil Sets	237	12.95	25.90
MERCHANDISE TOTAL					25.90
SALES TAX					1.55
TOTAL					27.45

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. **HOPKINS LARRY**

ADDRESS **37 TIPTOE COURT**

CITY **SONORA** STATE **CA**

ZIP **95370** DATE **4 7 76** TELEPHONE NO **AC 3471126**

SALES ORDER 10104

SALES SLK

CASH CHECK

BA MC

GIFT CERT

Student

CATALOG NO	QTY	DESCRIPTION	UNIT PRICE	PRICE EACH	TOTAL
H20129	1	Bathroom Scale	68	8.35	8.35
H20131	2	Bath Mats	68	3.00	6.00
MERCHANDISE TOTAL					14.35
SALES TAX					.86
TOTAL					15.21

CALIFORNIA CATALOG SHOWROOM STORE

SALES SUMMARY MASTER CHARGE

Sales Order	Date	Customer	Sales Clerk	Merch. Total	Sales Tax	Total
10060	4/7/76	Christen, Chris	Terry	\$101.15	\$ 6.07	\$107.22
10068	4/7/76	Penrose, Ted	Ann	88.70	5.23	94.02
10070	4/7/76	Brown, Clifford	Chris	34.96	2.10	37.06
10075	4/7/76	Wong, Tina	Ann	35.19	2.15	38.06
10081	4/7/76	Christian, C.	Chris	41.70	2.50	44.20
10088	4/7/76	Deigala, Teresa	Bob	18.95	1.14	19.09
10089	4/7/76	Deluna, J.	Ann	23.97	1.44	25.41
10090	4/7/76 4/3/76	Norman, Mari	Ann	9.97	.60	10.57
				<u>\$354.59</u>	<u>\$21.23</u>	<u>\$375.63</u>

A Hint: Start by sorting out all sales orders with Master Charge checked.

37

MR. MS. LAST NAME
Christen Chris

ADDRESS
10 Scenic Place

CITY
San Francisco STATE
CA

ZIP
94121 DATE
 MO **4** DAY **7** YR **76** TELEPHONE NO
 AC **415** **3297142**

SALES ORDER
10060

SALES CLK.
Terry

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓ VM50128	1	Pocket Radio	170	16.95	16.95
✓ VM50131	4	Cassette Tapes (60 min.)	173	1.75	7.00
✓ V060127	1	Metal Bookcase-Tan	208	77.20	77.20
MERCANDISE TOTAL					101.15
SALES TAX					6.07
TOTAL					107.22

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. LAST NAME
MARILYN ARELLANO

ADDRESS
3924 PALISADES PLACE

CITY
SAN DIEGO STATE
CA

ZIP
92116 DATE
 MO **4** DAY **7** YR **76** TELEPHONE NO
 AC **714** **3972641**

SALES ORDER
10061

SALES CLK.
Bob

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓ V060127	1	Metal Bookcase-TAN	228	77.20	77.20
✓ V060147	2	3-Ring Binder-Red	241	1.40	2.80
✓ V060197	1	Hole Punch-3 hole	281	8.25	8.25
MERCANDISE TOTAL					88.25
SALES TAX					5.30
TOTAL					93.55

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. LAST NAME
CARMEN AREVALO

ADDRESS
7777 MONTROSE

CITY
LOS ANGELES STATE
CA

ZIP
90026 DATE
 MO **4** DAY **7** YR **76** TELEPHONE NO
 AC **213** **6724913**

SALES ORDER
10062

SALES CLK.
Ann

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓ H20728	1	CANISTER VACUUM	73	59.50	59.50
MERCANDISE TOTAL					59.50
SALES TAX					3.57
TOTAL					63.07

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. LAST NAME
YAMAMOTO JERRY

ADDRESS
121 CLEARVIEW AVE.

CITY
SAN FRANCISCO STATE **CA**

ZIP **94131** DATE MO **4** DAY **7** YR **76** TELEPHONE NO. AC **415** **891-3647**

SALES ORDER
10063

SALES CLK. **Bob**

CASH CHECK

BA MC

GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ P30182	1	Shower Massager	146	23 50	24 50
MERCHANDISE TOTAL					24 50
SALES TAX					1 47
TOTAL					25 97

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. LAST NAME
RODRIGUEZ JOSE

ADDRESS
1291 MARSHALL ROAD

CITY
BAKERSFIELD STATE **CA**

ZIP **93304** DATE MO **4** DAY **7** YR **76** TELEPHONE NO. AC **805** **449-3241**

SALES ORDER
10064

SALES CLK. **Chris**

CASH CHECK

BA MC

GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ J10179	1	ELECTRONIC WATCH L.E.D. QUARTZ	39	129 99	129 99
MERCHANDISE TOTAL					129 99
SALES TAX					7 80
TOTAL					137 79

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. LAST NAME
HENRY DIANE

ADDRESS
ROUTE 1 BOX 117

CITY
TRACY STATE **CA**

ZIP **95376** DATE MO **4** DAY **7** YR **76** TELEPHONE NO. AC **209** **421-6712**

SALES ORDER
10065

SALES CLK. **Bob**

CASH CHECK

BA MC

GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ P30182	1	Shower Massager	146	23 50	23 50
MERCHANDISE TOTAL					23 50
SALES TAX					1 41
TOTAL					24 91

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. LAST NAME
Flannagan Tillie

ADDRESS
25979 Toledo Drive

CITY
El 1040 STATE
CA

ZIP
92630 DATE
 MO **4** DAY **7** YR **76** TELEPHONE NO
 A C **714 384 2217**

SALES ORDER

10066

SALES CLK. **Terry**

CASH CHECK

BA MC

GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PRICE EACH	TOTAL
✓ S80127	1	Skateboard	325	19.95

**CALIFORNIA CATALOG
SHOWROOM STORE**

MERCHANDISE TOTAL	19.95
SALES TAX	1.20
TOTAL	21.15

MR. MS. LAST NAME
CHIN STEVE

ADDRESS
3142 DANVILLE DRIVE

CITY
SAN DIEGO STATE
CA

ZIP
92120 DATE
 MO **4** DAY **7** YR **76** TEL. NO. **73490**

SALES ORDER

10067

SALES CLK. **Bob**

CASH CHECK

BA MC

GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PRICE EACH	TOTAL
✓ H20173	1	Deluxe Electric Car Opener	72	14.95
✓ S80102	1	7x35mm Binoculars	305	32.95

**CALIFORNIA CATALOG
SHOWROOM STORE**

MERCHANDISE TOTAL	47.90
SALES TAX	2.87
TOTAL	50.77

MR. MS. LAST NAME
PENROSE TED

ADDRESS
36 FOREST KNOLL

CITY
OCEANSIDE STATE
CA

ZIP
92054 DATE
 MO **4** DAY **7** YR **76** TELEPHONE NO
 A C **714 237 1767**

SALES ORDER

10068

SALES CLK. **Ann**

CASH CHECK

BA MC

GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PRICE EACH	TOTAL
✓ H20168	1	ALARM CLOCK	85	11.50
✓ 060127	1	TAN METAL BOOKCASE	208	77.20

**CALIFORNIA CATALOG
SHOWROOM STORE**

MERCHANDISE TOTAL	88.70
SALES TAX	5.32
TOTAL	94.02

MR. MS. LAST NAME
Sanchez Marie

ADDRESS
367 Stony Road Apt 401

CITY **San Francisco** STATE **CA**

ZIP **94114** DATE **4 7 76** TELEPHONE NO. **415 825 3091**

SALES ORDER
10069

SALES CLERK **Terry**

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ J10129	1	Jade Bracelet	37	24.95	24.95

**CALIFORNIA CATALOG
SHOWROOM STORE**

MERCHANDISE TOTAL	24.95
SALES TAX	1.50
TOTAL	26.45

MR. MS. LAST NAME
Brown Clifford

ADDRESS
26 MOONGATE CIRCLE

CITY **SAN FRANCISCO** STATE **CA**

ZIP **94133** DATE **7 7 76** TELEPHONE NO. **415 433 1221**

SALES ORDER
10070

SALES CLERK **CHRIS**

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ H20122	1	SCREWDRIVER SET	67	10.99	10.99
✓ 060149	1	ELECTRONIC CALCULATOR	232	23.97	23.97

**CALIFORNIA CATALOG
SHOWROOM STORE**

MERCHANDISE TOTAL	34.96
SALES TAX	2.10
TOTAL	37.06

MR. MS. LAST NAME
Mc Cormack Jim

ADDRESS
4 Forest Place

CITY **San Jose** STATE **CA**

ZIP **95124** DATE **4 7 76** TELEPHONE NO. **408 295 1634**

SALES ORDER
10071

SALES CLERK **Terry**

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ T70149	1	Toy Dump Truck	292	9.97	9.97

**CALIFORNIA CATALOG
SHOWROOM STORE**

MERCHANDISE TOTAL	9.97
SALES TAX	.60
TOTAL	10.57

MR. MS. LAST NAME
CHRISTOFFERSON JOHN

ADDRESS
14 SEAVIEW COURT

CITY **LOS ANGELES** STATE **CA**

ZIP **90046** DATE MO **4** DAY **7** YR **76** TELEPHONE NO. AC **313** 5671337

SALES ORDER

10072

SALES CLK.

Bob

- CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓ P30137	1	Styler Dyer	122	18 97	18 97
MERCANDISE TOTAL					18 97
SALES TAX					1 14
TOTAL					20 11

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
FELDMAN SAM

ADDRESS
4276 STARLIGHT ROAD

CITY **MARYSVILLE** STATE **CA**

ZIP **95901** DATE MO **4** DAY **7** YR **76** TELEPHONE NO. AC **916** 8971121

SALES ORDER

10073

SALES CLK.

CHRIS

- CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓ M50115	1	AM-FM PORTABLE RADIO	170	22 50	22 50
✓ P30182	2	SHOWER MASSAGERS	146	23 50	47 00
MERCANDISE TOTAL					69 50
SALES TAX					4 17
TOTAL					73 67

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
Brown Roosevelt

ADDRESS
976 Jade Drive

CITY **San Diego** STATE **CA**

ZIP **92126** DATE MO **4** DAY **7** YR **76** TELEPHONE NO. AC **714** 5915737

SALES ORDER

10074

SALES CLK.

Terry

- CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓ M50157	1	Deluxe 4-piece Stereo System	171	129 90	129 90
MERCANDISE TOTAL					129 90
SALES TAX					7 79
TOTAL					137 69

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
WONG TINA

ADDRESS
21 BRIER LANE APT 27

CITY LOS ANGELES STATE CA

ZIP 90039 DATE MO 4 DAY 7 YR 76 TELEPHONE NO. AC 213 7943251

SALES ORDER
10075

SALES CLK. Ann

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ H20190	1	TEAPOT	63	8.95	8.95
✓ P30121	1	CURL STYLING WAND	120	7.99	7.99
✓ P30137	1	STYLER DRYER	122	18.97	18.97
MERCHANDISE TOTAL					35.91
SALES TAX					2.15
TOTAL					38.06

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
CARVER RAY

ADDRESS
33 CARLOS PLACE

CITY LOS ANGELES STATE CA

ZIP 90028 DATE MO 4 DAY 7 YR 76 TELEPHONE NO. AC 213 3472065

SALES ORDER
10076

SALES CLK. CHRIS

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ 060132	1	TYPEWRITER STAND - WALNUT	224	46.90	46.90
✓ 060111	1	STAPLER	226	6.25	6.25
MERCHANDISE TOTAL					53.15
SALES TAX					3.19
TOTAL					56.34

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
WASHINGTON FRANKLIN

ADDRESS
12 SUNSET COURT

CITY FRESNO STATE CA

ZIP 93705 DATE MO 4 DAY 7 YR 76 TELEPHONE NO. AC 207 3472998

SALES ORDER
10077

SALES CLK. Bob

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ P30132	1	Hot-Letter Machine	140	18.49	18.49
✓ 060149	1	Electronic Calculator	232	23.97	23.97
MERCHANDISE TOTAL					42.46
SALES TAX					2.55
TOTAL					45.01

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
CHACON JUAN

ADDRESS
19 LORI LANE

CITY
UKIAH STATE **CA**

ZIP **95482** DATE MO **4** DAY **7** YR **76** TELEPHONE NO. AC **707** **5213067**

SALES ORDER
10078

SALES CLK. **Ann**

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ 580192	2	ALUMINUM TENNIS RACKETS	325	17.95	35.90
✓ 580198	4 TINS	TENNIS BALLS	326	3.00	12.00
✓ 580194	3	WRIST BANDS	326	1.25	3.75
MERCHANDISE TOTAL					51.65
SALES TAX					3.10
TOTAL					54.75

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
TRINH DORIS

ADDRESS
1012 MATTERHORN DRIVE

CITY
MERCED STATE **CA**

ZIP **95340** DATE MO **4** DAY **7** YR **76** TELEPHONE NO. AC **209** **6440029**

SALES ORDER
10079

SALES CLK. **Bob**

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ P30137	1	Styler Dryer	122	18.97	18.97
MERCHANDISE TOTAL					18.97
SALES TAX					1.14
TOTAL					20.11

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
HENRY DIANE

ADDRESS
ROUTE 1 BOX 117

CITY
TRACY STATE **CA**

ZIP **95376** DATE MO **4** DAY **7** YR **76** TELEPHONE NO. AC **209** **4216712**

SALES ORDER
10080

SALES CLK. **Bob**

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ J10161	1	Opal Ring	32	126.50	126.50
MERCHANDISE TOTAL					126.50
SALES TAX					7.59
TOTAL					134.09

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
CHRISTIAN C

ADDRESS
26 TIPTON COURT APT 12B

CITY STATE
SAN DIEGO CA

ZIP DATE TELEPHONE NO.
92115 MO: **4** DAY: **7** YR: **76** AC: **714** **6672143**

SALES ORDER

10081

SALES CLN.

CHRIS

- CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY.	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ S801681	1	ROWER EXERCISER	309	32 95	32 95
✓ S801711	1	WRIST EXERCISER	310	8 75	8 75
MERCANDISE TOTAL					41 70
SALES TAX					2 50
TOTAL					44 20

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
TAMURA GEORGE

ADDRESS
921 LEMON STREET

CITY STATE
EUREKA CA

ZIP DATE TELEPHONE NO.
95501 MO: **4** DAY: **7** YR: **76** AC: **707** **3492163**

SALES ORDER

10082

SALES CLN.

CHRIS

- CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY.	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ 0601491	1	ELECTRONIC CALCULATOR	232	23 97	23 97
✓ H201681	1	ALARM CLOCK	85	11 50	11 50
MERCANDISE TOTAL					35 47
SALES TAX					2 13
TOTAL					37 60

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
CHRISTOPHERSON JOHN

ADDRESS
1009 FLEOA AVENUE

CITY STATE
GONZALES CA

ZIP DATE TELEPHONE NO.
93926 MO: **4** DAY: **7** YR: **76** AC: **408** **3491243**

SALES ORDER

10083

SALES CLN.

Bob

- CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY.	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ 0601732	2	Manual Typewriter-Elity Type	225	99 95	199 90
MERCANDISE TOTAL					199 90
SALES TAX					11 99
TOTAL					211 89

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
SLAUGHTER PEGGY

ADDRESS
1876 BLOSSOM STREET

CITY
EL CENTRO STATE
CA

ZIP
92243 DATE
MO **4** DAY **7** YR **76** TELEPHONE NO.
A.C. **714** **992-3427**

SALES ORDER

10084

SALES CLK.

Bob

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ 580168	1	Rowe Exerciser	309	32 95	32 95
MERCHANDISE TOTAL					32 95
SALES TAX					1 98
TOTAL					34 93

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. LAST NAME
Henry Diane

ADDRESS
Route 1 Box 117

CITY
Tracy STATE
CA

ZIP
95376 DATE
MO **4** DAY **7** YR **76** TELEPHONE NO.
A.C. **209** **421-6712**

SALES ORDER

10085

SALES CLK.

Terry

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ H20190	1	Drip Coffee Maker	76	28 50	28 50
MERCHANDISE TOTAL					28 50
SALES TAX					1 71
TOTAL					30 21

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. LAST NAME
RODRIGUEZ JOSÉ

ADDRESS
1297 MARSHALL ROAD

CITY
BAKERSFIELD STATE
CA

ZIP
93304 DATE
MO **4** DAY **7** YR **76** TELEPHONE NO.
A.C. **805** **449-3247**

SALES ORDER

10086

SALES CLK.

CHRIS

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ H20128	1	Crock-Pot	83	19 95	19 95
MERCHANDISE TOTAL					19 95
SALES TAX					1 20
TOTAL					21 15

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. LAST NAME
DELGADO TERESA

ADDRESS
521 CASTLEBERRY

CITY
VISTA STATE
CA

ZIP
92083 DATE
 MO **4** DAY **7** YR **76** TELEPHONE NO.
 AC **714** **992-1173**

SALES ORDER
10087

SALES CLK.
Bob

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓ H20136	1	Steam + Dry Iron	67	18 95	18 95
MERCANDISE TOTAL					18 95
SALES TAX					1 14
TOTAL					20 09

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. LAST NAME
HENRY DIANA

ADDRESS
6 COTTAGE LANE

CITY
RIVERSIDE STATE
CA

ZIP
92504 DATE
 MO **4** DAY **7** YR **76** TELEPHONE NO.
 AC **714** **981-7622**

SALES ORDER
10088

SALES CLK.
Ann

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓ T70122	1	CHAMPION 2-LANE RACE SET	290	28 99	28 99
MERCANDISE TOTAL					28 99
SALES TAX					1 74
TOTAL					30 73

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. LAST NAME
DELUNA JUAN

ADDRESS
32 MARICOPA COURT

CITY
SAN DIEGO STATE
CA

ZIP
92120 DATE
 MO **4** DAY **7** YR **76** TELEPHONE NO.
 AC **714** **773-2211**

SALES ORDER
10089

SALES CLK.
Ann

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
✓ 060149	1	ELECTRONIC CALCULATOR	232	23 97	23 97
MERCANDISE TOTAL					23 97
SALES TAX					1 44
TOTAL					25 41

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. LAST NAME
NORMAN MARION

ADDRESS
371 HILLCREST APT 6

CITY
SACRAMENTO STATE
CA

ZIP
95831 DATE
 MO **4** DAY **7** YR **76** TELEPHONE NO
 AC **916** **872** **1343**

SALES ORDER

10090

SALES CLK.

Ann

- CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY.	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ H20199	1	CORN PAPER	74	9.97	9.97
MERCHANDISE TOTAL					9.97
SALES TAX					.60
TOTAL					10.57

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
GILBERT SANDY

ADDRESS
591 SUSSEX STREET

CITY
SAN DIEGO STATE
CA

ZIP
92116 DATE
 MO **4** DAY **7** YR **76** TELEPHONE NO
 AC **714** **2349712**

SALES ORDER

10091

SALES CLK.

CHRIS

- CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY.	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ 060149	1	ELECTRONIC CALCULATOR	232	23.97	23.79
MERCHANDISE TOTAL					23.79
SALES TAX					1.43
TOTAL					25.22

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
CHRISTOFFERSON JOHN

ADDRESS
14 SEAVIEW COURT

CITY
LOS ANGELES STATE
CA

ZIP
90046 DATE
 MO **4** DAY **7** YR **76** TELEPHONE NO
 AC **213** **5671337**

SALES ORDER

10092

SALES CLK.

Bob

- CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY.	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ P30182	2	Shower Massagers	146	23.50	47.00
✓ S80153	1	Pacific Golf Bag	331	38.00	38.00
✓ S80157	1 doz.	Golf Balls	331	7.65	7.65
MERCHANDISE TOTAL					92.65
SALES TAX					5.56
TOTAL					98.21

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
KINNEY SARA

ADDRESS
1394 PINE TREE ROAD

CITY LOS ANGELES STATE CA

ZIP 90046 DATE MO 4 DAY 7 YR 76 TELEPHONE NO AC 213 971 4767

SALES ORDER
10093

SALES CLK. Ann

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
VT 70119	1	RAGGEDY ANN DOLL	291	10 99	10 99
VO 60157	1 DZ.	BALL POINT PENS - BLUE	237	3 49	3 49
VH 20136	1	STEAM & DRY IRON	67	18 95	18 95
MERCANDISE TOTAL					33 43
SALES TAX					2 01
TOTAL					35 44

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
JOHNSON CAROLINE

ADDRESS
4972 HILLTOP AVENUE

CITY SAN FRANCISCO STATE CA

ZIP 94124 DATE MO 4 DAY 7 YR 76 TELEPHONE NO AC 415 682 0911

SALES ORDER
10094

SALES CLK. CHRIS

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
VH 20167	1	ALARM CLOCK	85	10 50	10 50
VO 60149	1	ELECTRONIC CALCULATOR	232	23 97	23 97
MERCANDISE TOTAL					34 47
SALES TAX					2 07
TOTAL					36 54

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. LAST NAME
MC CORMICK J

ADDRESS
27 MEADOW LANE

CITY SACRAMENTO STATE CA

ZIP 95831 DATE MO 4 DAY 7 YR 76 TELEPHONE NO AC 916 892 1347

SALES ORDER
10095

SALES CLK. CHRIS

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
VL 40101	1	SLIM BILLFOLD	155	7 50	7 50
VL 40101	1	PURSE - out of stock	156	19 97	19 97
MERCANDISE TOTAL					7 50
SALES TAX					45
TOTAL					7 95

**CALIFORNIA CATALOG
SHOWROOM STORE**

MR. MS. **LAST NAME**
GAIER RANDY

ADDRESS
2071 WALNUT AVENUE

CITY
WALNUT CREEK STATE
CA

ZIP
94586 DATE
MO **4** DAY **7** YR **76** TELEPHONE NO
A C **415** **935** **2091**

SALES ORDER
10096

SALES CLK.
Bob

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ M20158	2	Thomas Juice 2 Liters	66	8.99	17.98
MERCANDISE TOTAL					17.98
SALES TAX					1.08
TOTAL					19.06

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. **LAST NAME**
Caילו Conception

ADDRESS
222 Regency Court

CITY
SAN FRANCISCO STATE
CA

ZIP
94132 DATE
MO **4** DAY **7** YR **76** TELEPHONE NO
A C **415** **687** **2134**

SALES ORDER
10097

SALES CLK.
Terry

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ M50162	1	Cassette Recorder	173	49.95	49.95
✓ M50164	1	Cassette Carousel	174	9.95	9.95
✓ O60149	1	Electronic Calculator	232	23.97	23.97
MERCANDISE TOTAL					83.87
SALES TAX					5.03
TOTAL					88.90

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. **LAST NAME**
FLANAGAN ELSIE

ADDRESS
12 BALBOA WAY

CITY
NEWPORT BEACH STATE
CA

ZIP
92661 DATE
MO **4** DAY **7** YR **76** TELEPHONE NO
A C **714** **397** **1122**

SALES ORDER
10098

SALES CLK.
Bob

CASH CHECK
 BA MC
 GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PAGE NO.	PRICE EACH	TOTAL
✓ J10162	1	Erection Ring	33	3.99	3.99
MERCANDISE TOTAL					3.99
SALES TAX					.24
TOTAL					4.23

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. **LAST NAME**

ADDRESS

CITY **STATE**

ZIP **DATE** **TELEPHONE NO.**

MO DAY YR A C

SALES CLK. 10102

CASH CHECK

BA MC

GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
MERCHANDISE TOTAL					
SALES TAX					
TOTAL					

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. **LAST NAME**

ADDRESS

CITY **STATE**

ZIP **DATE** **TELEPHONE NO.**

MO DAY YR A C

SALES ORDER

SALES CLK. 10103

CASH CHECK

BA MC

GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
MERCHANDISE TOTAL					
SALES TAX					
TOTAL					

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. **LAST NAME**

ADDRESS

CITY **STATE**

ZIP **DATE** **TELEPHONE NO.**

MO DAY YR A C

SALES ORDER

SALES CLK. 10104

CASH CHECK

BA MC

GIFT CERT.

CATALOG NO	QTY	DESCRIPTION	PAGE NO	PRICE EACH	TOTAL
MERCHANDISE TOTAL					
SALES TAX					
TOTAL					

CALIFORNIA CATALOG SHOWROOM STORE

MR. MS. **LAST NAME**
 ADDRESS
 CITY STATE
 ZIP DATE MO DAY YR TELEPHONE NO. A.C.

SALES ORDER

10

SALES BLK.

[]

CASH CHECK

BA MC

GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PART NO.	PRICE EACH	TOTAL

CALIFORNIA CATALOG SHOWROOM STORE

MERCHANDISE TOTAL		
SALES TAX		
TOTAL		

MR. MS. **LAST NAME**
 ADDRESS
 CITY STATE
 ZIP DATE MO DAY YR TELEPHONE NO. A.C.

SALES ORDER
10106

SALES BLK.

[]

CASH CHECK

BA MC

GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PART NO.	PRICE EACH	TOTAL

CALIFORNIA CATALOG SHOWROOM STORE

MERCHANDISE TOTAL		
SALES TAX		
TOTAL		

MR. MS. **LAST NAME**
 ADDRESS
 CITY STATE
 ZIP DATE MO DAY YR TELEPHONE NO. A.C.

SALES ORDER
Extra Form in case of errors

SALES BLK.

[]

CASH CHECK

BA MC

GIFT CERT.

CATALOG NO.	QTY	DESCRIPTION	PART NO.	PRICE EACH	TOTAL

CALIFORNIA CATALOG SHOWROOM STORE

MERCHANDISE TOTAL		
SALES TAX		
TOTAL		

PRE-TEST/POST-TEST I
PART 1

NAME _____

Directions:

Read each of the questions below. Answer each question using sales order forms No. 10060 to 10098 on pages 18 to 30 in your booklet. Put your answers in the answer column.

- | | |
|-----------|---|
| 1. _____ | 1. How many sales orders were completed for women? |
| 2. _____ | 2. Did more men or women purchase styler dryers? |
| 3. _____ | 3. How many Shower Massagers No. P30182 were sold? |
| 4. _____ | 4. How many customers ordered three different items on one form? |
| 5. _____ | 5. Which customer had the highest sales total on one form? |
| 6. _____ | 6. What is John Christopherson's phone number? |
| 7. _____ | 7. What is the street address of Ray Carver? |
| 8. _____ | 8. How many customers purchased Alarm Clock No. H20168? |
| 9. _____ | 9. What was the amount of the highest sales tax on any one form? |
| 10. _____ | 10. Which sales order was made out to Franklin Washington? |
| 11. _____ | 11. What was the least expensive item sold during the day? |
| 12. _____ | 12. What was the total amount (including tax) on Sales Order 10079? |
| 13. _____ | 13. In what city does Diana Henry live? |
| 14. _____ | 14. How many sales slips did Chris complete? |
| 15. _____ | 15. What is the price of one Crock Pot No. H20128? |
| 16. _____ | 16. How many people paid using a BankAmericard? |
| 17. _____ | 17. How many wrist exercisers (No. S80171) sold? |
| 18. _____ | 18. How many Aluminum Tennis Rackets (No. S80192) sold? |
| 19. _____ | 19. How many customers have a phone number in the 209 area code? |
| 20. _____ | 20. What was the total amount sold to Diane Henry? |

PRE-TEST/POST-TEST I

PART II

DIRECTIONS: Use sales slips 10061 through 10093 to verify the data on the sales summary sheet below. If you find an error on the summary sheet, draw a line through the error. Place your correction above the incorrect item.

SALES SUMMARY BANKAMERICARD

Sales Order	Date	Customer	Sales Clerk	Mdse. Total	Sales Tax	Total
10061	4/7/76	Arellano, M.	Bob	\$ 88.25	\$ 5.30	\$ 93.55
10067	4/7/76	Carver, Ray	Chris	53.15	3.91	56.34
10087	4/7/76	Chocon, Juan	Ann	51.65	3.10	54.75
10092	4/7/76	Tamora, George	Terry	35.74	2.13	37.06
10093	4/7/76	Kinney, Sara	Ann	34.47	2.07	36.54
				<u>\$263.26</u>	<u>\$ 16.51</u>	<u>\$278.24</u>

PART III

DIRECTIONS: On the last page of your training manual, you will find sales order forms No. 10105 and 10106. You are to complete these forms using the information given below. Please date all forms 4/8/76.

Sales Order	Customer	Method of Payment	Item Purchased Catalog Number Page Number	Cost Each	Total Sales Tax
10105	Mr. Randal Keats 21 Oak Grove San Carlos, CA 94070 (415) 599-2217	B/A	3 baseball gloves No. S80189 p. 345	\$ 13.95	\$ 2.51
10106	Ms. Bette Smith 21 Town Drive Napa, CA 94558 (707) 236-1127	Check	2 pens No. 060157 p. 237	3.97	.36

PRE-TEST/POST-TEST I

PART IV

Before starting Section I, separate Sales Orders No. 10060–10098 by cutting them along the dotted lines. Be sure to use only forms 10060–10098 to answer the questions below.

Section I

DIRECTIONS: Now arrange your sales order forms in *numerical* order, according to sales order numbers. List the sales orders requested below, starting with the 4th order form from the top of the stack.

Examples: 2nd order form in the stack 10061
 6th order form in the stack 10065

4th _____	14th _____	25th _____	34th _____
5th _____	17th _____	27th _____	35th _____
7th _____	18th _____	30th _____	37th _____
9th _____	21st _____	31st _____	38th _____
11th _____	24th _____	33rd _____	39th _____

Section II

DIRECTIONS: Place the sales order forms in alphabetical order, according to the customer's last name. List the sales order *numbers* for the forms requested below.

Examples: 1st order form in the stack 10061
 9th order form in the stack 10060

2nd _____	7th _____	17th _____	25th _____
3rd _____	8th _____	18th _____	26th _____
4th _____	14th _____	20th _____	27th _____
5th _____	15th _____	21st _____	36th _____
6th _____	16th _____	22nd _____	38th _____

MR. MS. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO DAY YR TELEPHONE NO. A.C.

**SALES ORDER
10105**

SALES CLK.

CASH CHECK

BA MC

GIFT CERT.

QTY	DESCRIPTION	PRICE	TOTAL

**CALIFORNIA CATALOG
SHOWROOM STORE**

MERCHANDISE TOTAL	
SALES TAX	
TOTAL	

MR. MS. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO DAY YR TELEPHONE NO. A.C.

**SALES ORDER
10106**

SALES CLK.

CASH CHECK

BA MC

GIFT CERT.

QTY	DESCRIPTION	PRICE	TOTAL

**CALIFORNIA CATALOG
SHOWROOM STORE**

MERCHANDISE TOTAL	
SALES TAX	
TOTAL	

MR. MS. LAST NAME

ADDRESS

CITY STATE

ZIP DATE MO DAY YR TELEPHONE NO. A.C.

SALES ORDER
Extra Form in case of errors

SALES CLK.

CASH CHECK

BA MC

GIFT CERT.

QTY	DESCRIPTION	PRICE	TOTAL

**CALIFORNIA CATALOG
SHOWROOM STORE**

MERCHANDISE TOTAL	
SALES TAX	
TOTAL	

58



NAME _____

PRE-TEST/POST-TEST II

PART I

Directions:

Read each of the questions below. Answer each question using sales order forms No. 10060 to 10098 on pages 18 to 30 in your booklet. Put your answers in the answer column.

1. _____ 1. How many sales orders were completed for men?
2. _____ 2. Did more men or women purchase alarm clocks?
3. _____ 3. How many electronic calculators (No. 060149) were sold?
4. _____ 4. How many orders came from people living in San Diego?
5. _____ 5. Which customer had the lowest sales total on one form?
6. _____ 6. What is John Christofferson's phone number?
7. _____ 7. Did Elsie Flanagan pay by MasterCharge?
8. _____ 8. What is the street address of John Christofferson?
9. _____ 9. How many customers purchased styler/dryer No. P30137?
10. _____ 10. What was the amount of the lowest sales tax on any one form?
11. _____ 11. Which sales order was made out to Sara Kinney?
12. _____ 12. What was the most expensive item sold during the day?
13. _____ 13. What was the total amount (including tax) on sales order No. 10092?
14. _____ 14. How many people paid cash for their orders?
15. _____ 15. In what city does Diane Henry live?
16. _____ 16. How many sales slips did Bob complete?
17. _____ 17. How many people paid using a MasterCharge card?
18. _____ 18. How many customers have a phone number in the 714 area code?
19. _____ 19. What was the total amount (including tax) sold to Jose Rodriquez?
20. _____ 20. What did Ms. Flanagan purchased by check?

PRE-TEST/POST-TEST II

PART II

DIRECTIONS: Use sales slips 10061 through 10098 to verify the data on the sales summary sheet below. If you find an error on the summary sheet, draw a line through the error. Place your correction above the incorrect item.

SALES SUMMARY GIFT CERTIFICATES

Sales Order	Date	Customer	Sales Clerk	Mdse. Total	Sales Tax	Total
10079	4/7/76	Thrin, Doris	Bob	\$ 18.97	\$ 1.41	\$ 20.11
10049	4/7/76	Johnson, Caroline	Ann	34.74	2.07	36.45
10097	4/7/76	Caillo, Conception	Terry	83.87	5.03	89.80
				<u>\$137.58</u>	<u>\$ 8.51</u>	<u>\$145.55</u>

PART III

DIRECTIONS: On the last page of your training manual, you will find sales order forms No. 10105 and 10106. You are to complete these forms using the information given below. Please date all forms 4/8/76.

Sales Order	Customer	Method of Payment	Item Purchased Catalog Number Page Number	Cost Each	Total Sales Tax
10105	Mr. James Reedy 33 Oak Court San Carlos, CA 94070 (415) 591-1112	M/C	3 tennis rackets No. S80191 p. 345	\$ 13.95	\$ 2.51
10106	Ms. June Richmond 33 Bell Avenue Napa, CA 94558 (707) 211-3267	Cash	1 pen No. 060158 p. 238	4.00	.24

PRE-TEST/POST-TEST II

PART IV

Before starting Section I, separate Sales Orders No. 10060–10098 by cutting them along the dotted lines.

Section I

DIRECTIONS: Place the sales order forms in alphabetical order, according to the customer’s last name. List the sales order *numbers* for the forms requested below. Be sure to use only forms 10060–10098.

Examples: 1st order form in the stack 10061
 8th order form in the stack 10067

3rd _____	10th _____	19th _____	26th _____
5th _____	11th _____	20th _____	28th _____
6th _____	13th _____	21st _____	29th _____
7th _____	14th _____	23rd _____	32nd _____
9th _____	17th _____	24th _____	34th _____

Section II

DIRECTIONS: Now arrange your sales order forms in *numerical* order, according to sales order numbers. List the sales orders requested below, starting with the 3rd order form from the top of the stack. Be sure to use only forms 10060–10098.

Examples: 2nd order form in the stack 10061
 7th order form in the stack 10066

3rd _____	15th _____	23rd _____	33rd _____
6th _____	16th _____	26th _____	34th _____
8th _____	17th _____	28th _____	36th _____
10th _____	19th _____	29th _____	37th _____
12th _____	22nd _____	32nd _____	38th _____

MR. MS. LAST NAME
ADDRESS
CITY STATE
ZIP DATE MO DAY YR TELEPHONE NO. A C

SALES ORDER
10105

SALES CLK.
 CASH CHECK
 BA MC
 GIFT CERT.

CALIFORNIA CATALOG
SHOWROOM STORE

MERCHANDISE TOTAL
SALES TAX
TOTAL

MR. MS. LAST NAME
ADDRESS
CITY STATE
ZIP DATE MO DAY YR TELEPHONE NO. A C

SALES ORDER
10106

SALES CLK.
 CASH CHECK
 BA MC
 GIFT CERT.

CALIFORNIA CATALOG
SHOWROOM STORE

MERCHANDISE TOTAL
SALES TAX
TOTAL

MR. MS. LAST NAME
ADDRESS
CITY STATE
ZIP DATE MO DAY YR TELEPHONE NO. A C

SALES ORDER

Extra Form in case of errors

SALES CLK.
 CASH CHECK
 BA MC
 GIFT CERT.

CALIFORNIA CATALOG
SHOWROOM STORE

MERCHANDISE TOTAL
SALES TAX
TOTAL