

1 Documents to daybooks

what this chapter covers . . .

This chapter:

- shows the ways in which information about financial transactions such as sales and purchases is shown on invoices and credit notes
- explains how VAT (Value Added Tax) is calculated on invoices and credit notes
- illustrates the way in which this financial information is transferred from invoices and credit notes into 'day book' summaries
- explains the format of day books - ie the various headings and columns, and the way in which they are written up
- shows how the day book columns are totalled
- explains how checks can be made on the accuracy of the writing up of the day books

Unit 1 Case Study - Zest Sports

Zest Sports

All the processes carried out in Unit 1 will be illustrated in this book by a Case Study of a specialist sports goods supplier 'Zest Sports'.

This business is run by Tom Hick, who supplies a number of sports shops in the UK. Tom specialises in two types of sports balls: footballs and tennis balls.

Tom obtains his stock from a wide variety of suppliers and sells his goods on credit.

He deals with a number of invoices and credit notes each week, issuing them to his customers and also receiving them from his suppliers.

INVOICE

An **invoice** is a financial document which is sent by the seller of goods or services to a customer. When an invoice is issued, normally the goods or services have been sold **on credit**. This means that the goods or services will be paid for at a later date. Two invoices are illustrated and explained in full on the next two pages. The main information an invoice contains is:

- **details** (name and address) of the seller and buyer
- the **date** of the invoice
- **details** of the goods or services that have been sold
 - how many items, a description of what they are and how much they cost
- the **price** charged and the amount due after deduction of any discount
 - a discount is a percentage reduction in the price, for example
20% discount on goods costing £100 is $£100 \times 20/100$
= a £20 deduction in price
- **VAT** (Value Added Tax) charged on the goods
 - VAT is a government tax which is charged at a set percentage of the invoice total
 - most businesses are ‘VAT registered’ and have to charge VAT on their sales to their customers
- the **time period** allowed before payment has to be made
 - a period such as 30 days after invoice date is fairly common

purchase invoices and sales invoices

A **purchase invoice** is an invoice received by a business which has bought goods and services from a supplier. When you deal with a business scenario in an exam you need to think about a purchase invoice as the document which is **received by you** from someone else.

Often in the exam the supplier invoices contain two types of product and trade discount is deducted.

A **sales invoice** is an invoice issued by a business which is selling goods and services. When you deal with a business scenario in the exam, you need to think about a sales invoice as the document which is **issued by you**.

Often in the exam the seller has two types of product and there is no trade discount involved, although in practice trade discount may be deducted.

Remember that purchase and sales invoices are not different types of invoice; they just have a different description - ‘purchase’ and ‘sales’ – depending on who you are in the transaction: the purchaser or the seller.

purchase invoice – details for the purchases day book

This purchase invoice has been sent by a supplier – AB Supplies Limited – to Zest Sports for payment for two different types of balls supplied. The details explained in the boxes on the left of the invoice are the details that you need to identify when doing an exam.

Note that in this case trade discount has been deducted by the supplier.

The details in the boxes will have to be entered in the day book summary (see later in the chapter).

The name of the supplier sending the goods.

INVOICE

AB Supplies Limited

Unit 16 Millyard Estate, Milton Keynes MK7 9GF
 Tel 01908 321727 email info@absupplies.co.uk
 VAT Reg 423 9663 77

The date on which the invoice is issued.

Zest Sports
 Unit 16 Fencote Road,
 Worcester WR2 6HY

invoice number 87522

date 23 October 2009

The cost of the goods before VAT is calculated, and after trade discount is deducted. Note that the cost is split into two types of product: footballs and tennis balls

quantity	description	unit price £	£	£
10	Footballs 5141	8.00	80.00	
5	Footballs 8761	12.00	60.00	
			140.00	
	Less 20% trade discount		28.00	
				112.00
10	Boxes tennis balls 9863	8.00	80.00	
	Less 10% trade discount		8.00	
				72.00
				184.00
	VAT at 17.5%			32.20
				216.20

VAT charged at 17.5% on the £184 cost of goods.

The total cost of the goods after VAT is added on.

terms:
 30 days

sales invoice – details for the sales day book

This sales invoice has been issued by Zest Sports to its customer Gullwing Sports Ltd. The details explained in the boxes on the left of the invoice are the details that you will need to identify when doing an exam.

Note that there is no trade discount involved on this invoice.

The details in the boxes will have to be entered in the day book summary (see later in the chapter).

INVOICE			
Zest Sports 16 Fencote Road, Worcester WR2 6HY Tel 01905 334482 email info@zestsports.com VAT Reg 987 5441 21			
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Gullwing Sports Ltd Great West Road Hounslow Middlesex, HO7 6GF </div>		invoice number 12313 date 20 October 2009	
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content;"> The name of the customer buying the goods. </div>			
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content;"> The date on which the invoice is issued. </div>			
quantity	description	unit price £	£
10	Footballs (League)	10.00	100.00
2	Footballs (Champions)	15.00	30.00
			130.00
			VAT at 17.5% 22.75
			152.75
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content;"> The cost of the goods before VAT is calculated. </div>			
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content;"> VAT charged at 17.5% on the £130 cost of goods. </div>			
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content;"> The total cost of the goods after VAT is added on. </div>			
terms: 30 days			

CREDIT NOTE

Another document which you will have to deal with in an exam is the **credit note**. A credit note is a 'refund' document. It reduces the amount owed by the purchaser.

The credit note is prepared by the seller and sent to the purchaser. Situations where this might happen include:

- the goods may have been damaged or faulty or lost in transit
- the wrong goods may have been sent
- the quantity of goods sent does not tie up with the invoice

A credit note is illustrated and explained in full on the next page

As you will see from this illustration, the credit note has basically the same format as the invoice.

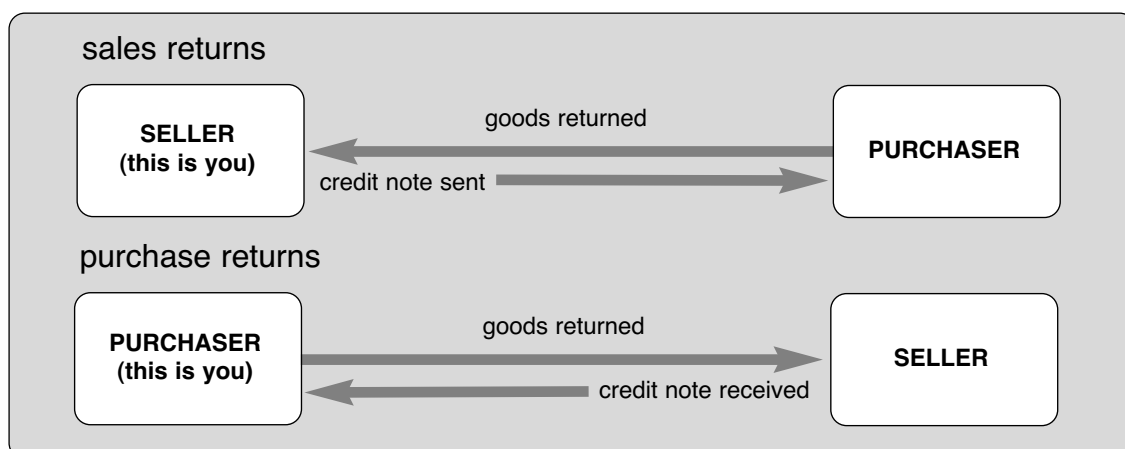
sales returns and purchase returns credit notes

As has been explained above, a credit note is issued by the seller to reduce the amount owed by the purchaser.

This happens in the case of **sales returns**. This term is easy to understand because it means that if you are the **seller**, the goods are being **returned** to you and so a credit note will have to be issued.

On the other hand if you have **purchased** faulty goods you will be doing the returning and the faulty goods become **purchase returns**, because you are **returning** them.

This is illustrated in the diagram below. In the exam you will have to be able to identify credit notes relating to both **sales returns** and **purchase returns**. To do this you will have to think about the situation and work out if you are the seller or the purchaser.



purchase returns credit note – details for the day book

This credit note has been sent by a supplier – AB Supplies Limited – to Zest Sports as a refund for two different types of balls supplied. Zest Sports has returned some of the balls because they were damaged (a purchase return). The details explained in the boxes on the left are the details that you will need to identify when doing your exam, assuming that you are Zest Sports, the seller.

Note that in this case trade discount has been deducted by the supplier.

The details in the boxes will have to be entered in the day book summary (see later in the chapter).

The name of the supplier issuing the credit note for the goods returned by Zest Sports.

CREDIT NOTE

AB Supplies Limited

Unit 16 Millyard Estate, Milton Keynes MK7 9GF
Tel 01908 321727 email info@absupplies.co.uk
VAT Reg 423 9663 77

The date on which the credit note is issued.

Zest Sports
Unit 16 Fencote Road,
Worcester WR2 6HY

credit note number 452

date 30 October 2009

The cost of the goods before VAT is calculated, and after trade discount is deducted. Note that the cost is split into two types of product: footballs and tennis balls

quantity	description	unit price £	£	£
2	Footballs 5141	8.00	16.00	
	Less 20% trade discount		3.20	12.80
1	Box tennis balls 9863	8.00	8.00	
	Less 10% trade discount		0.80	7.20
	VAT at 17.5%			20.00
				3.50
				23.50

VAT charged at 17.5% on £20.00.

The total cost of the goods after VAT is added on.

Reason for credit:
Damaged goods

sales returns credit note – details for the day book

This credit note has been issued by Zest Sports to its customer Gullwing Sports Ltd. The credit is a refund due for two footballs received in a damaged condition and returned by Gullwing Sports (a sales return). The details explained in the boxes on the left are the details that you will need to identify when doing your exam, assuming that you are Zest Sports, the seller.

Note that there is no trade discount involved on this credit note.

The details in the boxes to the left of the credit note will have to be entered in the sales returns day book summary (see later in the chapter).

CREDIT NOTE			
Zest Sports			
16 Fencote Road, Worcester WR2 6HY Tel 01905 334482 email info@zestsports.co.uk VAT Reg 987 5441 21			
	credit note number	715	
	date	26 October 2009	
	Gullwing Sports Ltd Great West Road Hounslow Middlesex, HO7 6GF		
quantity	description	unit price £	£
2	Footballs (Champions)	15.00	30.00
			30.00
VAT at 17.5%			5.25
			35.25
reason for credit: damaged goods			

The name of the customer returning the goods.

The date on which the credit note was issued.

The cost of the goods before VAT is calculated.

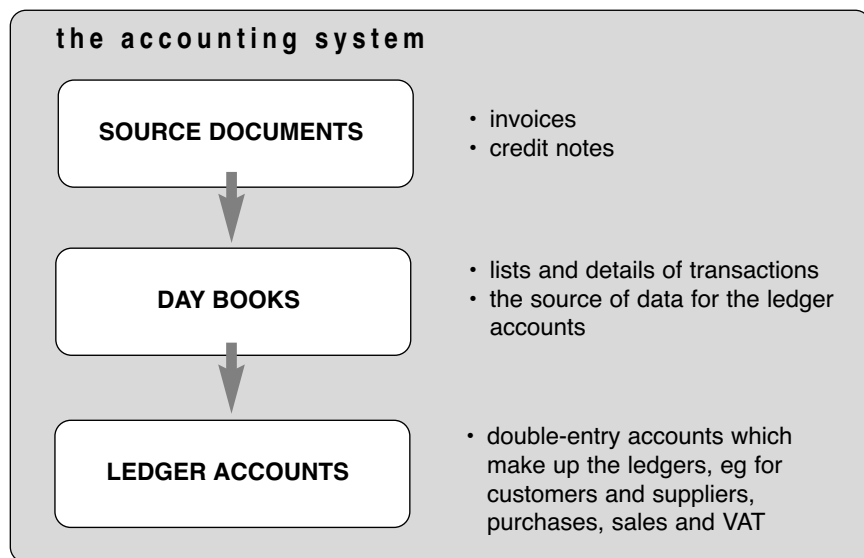
VAT charged at 17.5% on the £30 cost of the goods.

The total cost of the goods after VAT is added on.

WRITING UP THE DAY BOOKS

what is a day book?

A day book is a summary list of financial transactions. It is the source of information needed for entering up the ledger accounts. Study the diagram below to see how a day book fits into the accounting system.



A day book therefore acts as the link between the invoices and credit notes shown in the last few pages - the **source documents** - and the accounts which are needed to record all aspects of credit purchases and credit sales.

Until the various day books are completed, all the business will have to show for its credit sales and purchases and returns will be piles of invoices and credit notes. The day books organise and summarise all this information into a manageable form.

types of day book

There are a number of different day books, each dealing with a different type of transaction. In the exam you will have to write entries in four day books:

- **purchases day book** - compiled from purchase invoices sent by suppliers
- **purchase returns day book** - compiled from credit notes received from suppliers
- **sales day book** - compiled from sales invoices sent to customers
- **sales returns day book** - compiled from credit notes issued to customers

On this page you can see, by following the arrows, where the information for the **purchases day book** can be found on a purchase invoice.

INVOICE				
AB Supplies Limited				
Unit 16 Millyard Estate, Milton Keynes MK7 9GF Tel 01908 321727 email info@absupplies.co.uk VAT Reg 423 9663 77				
Zest Sports Unit 16 Fencote Road, Worcester WR2 6HY			invoice number	87522
			date	23 October 2009
quantity	description	unit price £	£	£
10	Footballs 5141	8.00	80.00	
5	Footballs 8761	12.00	60.00	
			140.00	
	Less 20% trade discount		28.00	
				112.00
10	Boxes tennis balls 9863	8.00	80.00	
	Less 10% trade discount		8.00	
				72.00
				184.00
	VAT at 17.5%			32.20
				216.20
terms: 30 days				

Purchases Day Book

Date	Details	Footballs	Tennis Balls	VAT	Total
2009		£	£	£	£
23 Oct	AB Supplies	112.00	72.00	32.20	216.20

On this page you can see, by following the arrows, where the information for the **sales day book** can be found on a sales invoice.

INVOICE			
Zest Sports 16 Fencote Road, Worcester WR2 6HY Tel 01905 334482 email info@zestsports.com VAT Reg 987 5441 21			
Gullwing Sports Ltd Great West Road Hounslow Middlesex, HO7 6GF		invoice number 12313 date 20 October 2009	
quantity	description	unit price £	£
10	Footballs (League)	10.00	100.00
2	Footballs (Champions)	15.00	30.00
			130.00
VAT at 17.5%			22.75
			152.75
terms: 30 days			

Sales Day Book

Date	Details	Footballs £	Tennis Balls £	VAT £	Total £
2009					
20 Oct	Gullwing Sports Ltd	130.00		22.75	152.75

purchase returns and sales returns day books

Set out below are the formats, with entries and explanations, for the other two day books which can feature in an exam:

- **purchase returns day book** which records details from credit notes received from suppliers for goods returned

Purchase Returns Day Book

Date	Details	Footballs	Tennis Balls	VAT	Total
2009		£	£	£	£
30 Oct	AB Supplies	12.80	7.20	3.50	23.50

This day book records credit notes received from suppliers (for goods returned by Zest Sports). The information can be seen on the purchase returns credit note from AB Supplies on page 9.

- **sales returns day book** which records details from credit notes issued to customers for goods returned

Sales Returns Day Book

Date	Details	Footballs	Tennis Balls	VAT	Total
2009		£	£	£	£
26 Oct	Gullwing Sports Ltd	30.00		5.25	35.25

This day book records credit notes issued to customers (for goods returned to Zest Sports). The information can be seen on the credit note from Zest Sports to Gullwing Sports on page 10.

The day books shown here are extracts only; in reality they will have more lines and more entries. They will also need totals.

TOTALLING THE DAY BOOKS

So far in this chapter we have explained how a business such as Zest Sports takes information from its purchases and sales invoices and credit notes to write up its day books.

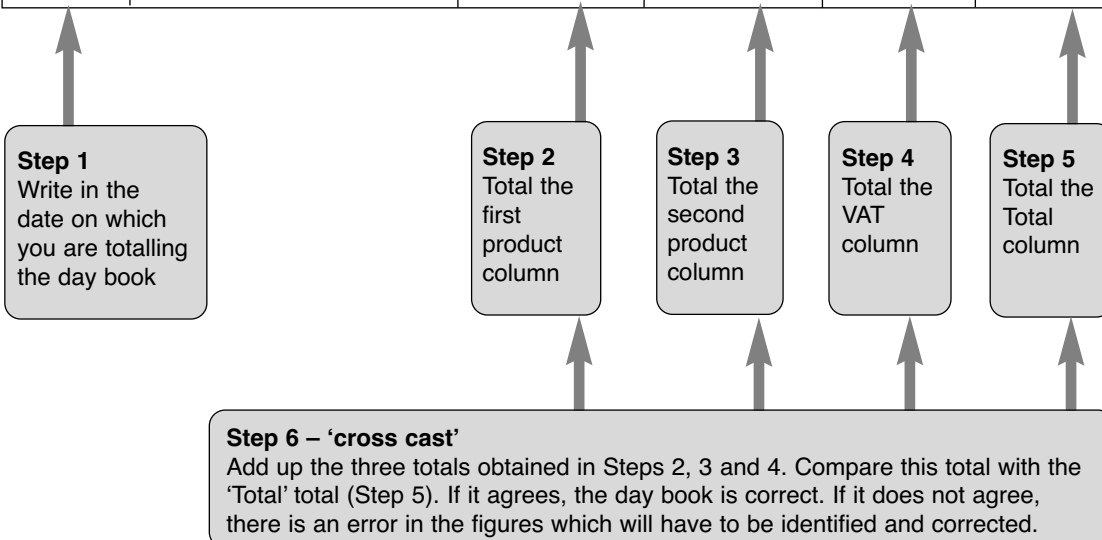
The next step is to **total up** the various money columns in the day book on a single 'totals' line. There is no strict rule for when this should be done: it could be daily, weekly, monthly, or whenever the business needs the figures for writing up the ledger accounts (see next chapter).

The totals should then be carefully checked by **cross casting**. This means adding up all the money totals from left to right – except the 'Total' column – and checking that this calculated figure agrees with the total of the 'Total' column. If it does not there must be an error in the figures which will have to be traced and corrected.

The totalled purchases day book for Zest Sports for the second week in October 2009 is shown below. Study the figures on the bottom line and read the notes in the boxes underneath.

Purchases Day Book

Date	Details	Footballs	Tennis Balls	VAT	Total
2009		£	£	£	£
5 Oct	AB Supplies	80.00	16.00	16.80	112.80
6 Oct	S Gerrard Limited	120.00		21.00	141.00
7 Oct	Murray Enterprises		200.00	35.00	235.00
8 Oct	Hermes Sports	60.00	160.00	38.50	258.50
9 Oct	AB Supplies	96.00	164.00	45.50	305.50
9 Oct		356.00	540.00	156.80	1,052.80



Where now and where next?

chapter summary

In this chapter we have

- explained the format of invoices and credit notes
- shown how information from invoices and credit notes is extracted and entered in day books
- demonstrated how day books are totalled up and how the figures are carefully checked by means of cross casting

what is in the next chapter?

The next chapter moves to the next stage in the accounting process:

- the organisation of double-entry accounts in the sales, purchase and nominal ledgers
- an explanation of the way in which the ledger system works

Exam tips

- When reading the exam paper, identify the business around which the tasks are based - this is effectively 'you' for the next couple of hours.
- When examining the documents given you in the exam, identify those which are issued by your business - these will be sales invoices and sales credit notes. Write 'sales invoice' or 'sales credit note' on them.
- The remaining documents will be purchase invoices and purchase credit notes. Write the words 'purchase invoice' or 'purchase credit note' on them.
- Head up your day books and day book columns clearly – remembering to identify the two products which need to be entered in separate columns.
- Enter the year date in the first day book column and a £ sign at the top of all the money columns.
- When you enter the day book information, always enter the month and day date in the first column – never use a ditto (") mark.
- Write clearly at all times. If you have to change a figure, cross through the incorrect figure and enter the correct figure above it or to the side of it.
- When totalling up the day books, always cross cast the totals to make sure you have not made a mistake.

Exercises

The blank day books required in these exercises can be downloaded free of charge from the Resources Section at www.osbornebooks.co.uk

- 1.1 A number of invoices and credit notes were issued and received by Campbell Designs during the last week of October 2009. Campbell Designs is a wholesaler which deals with two main products: cards and calendars. The accounts assistant has already sorted the documents into date order and also by day book.

The date is 30 October 2009.

You are to enter up these transactions in the appropriate daybooks, total the money columns and cross cast the totals to check your accuracy. Remember to write the headings in the day books.

purchase invoices				
<i>date</i>	<i>supplier name</i>	<i>goods supplied and amount</i>	<i>VAT</i>	<i>Invoice total</i>
26 Oct	J Miller Ltd	Cards £80.00	£14.00	£94.00
27 Oct	Hirst Supplies	Calendars £168.00	£29.40	£197.40
28 Oct	Turner & Co	Cards £48.00	£8.40	£56.40
29 Oct	Manet Ltd	Cards £36.00, Calendars £96.00	£23.10	£155.10

purchase returns credit notes				
<i>date</i>	<i>supplier name</i>	<i>goods supplied and amount</i>	<i>VAT</i>	<i>Credit Note total</i>
26 Oct	J Macmillan	Cards £16.00	£2.80	£18.80
28 Oct	J Constable	Calendars £64.00	£11.20	£75.20

sales invoices				
<i>date</i>	<i>customer name</i>	<i>goods supplied and amount</i>	<i>VAT</i>	<i>Invoice total</i>
26 Oct	Coppola Ltd	Cards £304.00	£53.20	£357.20
28 Oct	J Mason	Calendars £88.00	£15.40	£103.40
28 Oct	Cute Shop	Cards £120.00, Calendars £96.00	£37.80	£253.80
29 Oct	P Casso	Cards £152.00	£26.60	£178.60

sales returns credit notes				
<i>date</i>	<i>customer name</i>	<i>goods supplied and amount</i>	<i>VAT</i>	<i>Credit Note total</i>
28 Oct	Coppola Ltd	Cards £56.00	£9.80	£65.80
29 Oct	J Steinbeck	Calendars £72.00	£12.60	£84.60

- 1.2** A batch of invoices and credit notes was issued and received by Campbell Designs during the first week of November 2009.

The accounts assistant has already sorted the documents into date order and also by day book.

The date is 6 November 2009.

Your job is to enter up these transactions in the appropriate daybooks, total the money columns and cross cast the totals to check your accuracy. Remember to write the headings in the day books. But before doing this, you need to read the following note:

important note

The accounts assistant mentions that the purchase invoices from one supplier seem to have mistakes in the calculation of VAT – which should be charged at 17.5%. You should check the purchase invoice calculations carefully and only enter the invoice figures in the day book if they are correct. If they are incorrect they cannot be entered; the invoices will have to be passed to the manager for querying with the supplier.

purchase invoices				
<i>date</i>	<i>supplier name</i>	<i>goods supplied and amount</i>	<i>VAT</i>	<i>Invoice total</i>
2 Nov	T M Inn Ltd	Cards £120.00	£21.00	£141.00
3 Nov	Hirst Supplies	Calendars £144.00	£28.80	£172.80
5 Nov	T M Inn Ltd	Cards £56.00, Calendars £32	£15.40	£103.40
6 Nov	Hirst Supplies	Cards £184.00, Calendars £80.00	£52.80	£316.80

purchase returns credit notes				
<i>date</i>	<i>supplier name</i>	<i>goods supplied and amount</i>	<i>VAT</i>	<i>Credit Note total</i>
4 Nov	J Miller	Cards £16.00	£2.80	£18.80
5 Nov	Manet Ltd	Calendars £10	£1.75	£11.75

sales invoices				
<i>date</i>	<i>customer name</i>	<i>goods supplied and amount</i>	<i>VAT</i>	<i>Invoice total</i>
3 Nov	R Khan	Cards £72.00	£12.60	£84.60
3 Nov	Wong Art	Calendars £128.00	£22.40	£150.40
4 Nov	Carmen Corner	Cards £220.00	£38.50	£258.50
6 Nov	R M Brandt	Cards £356.00, Calendars £96.00	£79.10	£531.10

sales returns credit notes				
<i>date</i>	<i>customer name</i>	<i>goods supplied and amount</i>	<i>VAT</i>	<i>Credit Note total</i>
5 Nov	P Casso	Cards £32.00	£5.60	£37.60
5 Nov	Cute Shop	Calendars £56.00	£9.80	£65.80

1.3 This exercise continues the Case Study of Zest Sports, a specialist sports goods supplier.

The date is 6 November 2009. The accounts assistant has sorted the invoices and credit notes for the first week of the month into the following four piles:

- purchase invoices
- purchase returns credit notes
- sales invoices
- sales returns credit notes

Your job is to write these transactions in the appropriate daybooks in date order, total the money columns and cross cast the totals to check your accuracy. The documents should be entered in date order.

INVOICE				
AB Supplies Limited				
Unit 16 Millyard Estate, Milton Keynes MK7 9GF Tel 01908 321727 email info@absupplies.co.uk VAT Reg 423 9663 77				
Zest Sports Unit 16 Fencote Road, Worcester WR2 6HY		invoice number 87571		
		date 2 November 2009		
quantity	description	unit price £	£	£
10	Footballs 5141	8.00	80.00	
10	Footballs 8761	12.00	120.00	
			200.00	
	Less 20% trade discount		40.00	
				160.00
8	Boxes tennis balls 9863	8.00	64.00	
	Less 10% trade discount		6.40	
				57.60
				217.60
	VAT at 17.5%			38.08
				255.68
terms: 30 days				

INVOICE		invoice number	87579
AB Supplies Limited Unit 16 Milliyard Estate, Milton Keynes MK7 9GF Tel 01908 321727 email info@absupplies.co.uk VAT Reg 423 9663 77		date 4 November 2009	
Zest Sports Unit 16 Fencote Road, Worcester WR2 6HY			
quantity	description	unit price £	£
16	Footballs 5141	8.00	128.00
20	Footballs 8761	12.00	240.00
	Less 20% trade discount		368.00
			73.60
			294.40
8	Boxes tennis balls 8729	10.00	80.00
	Less 10% trade discount		8.00
			72.00
			366.40
			64.12
			430.52
terms:			
30 days			

INVOICE		invoice number	7261
N Mehta Limited 17, Market Street, Middleton MI5 6HP Tel 01709 826421 email sales@nmehta.com VAT Reg 723 3863 37		date 3 November 2009	
Zest Sports Unit 16 Fencote Road, Worcester WR2 6HY			
quantity	description	unit price £	£
24	Footballs Ref FB88	9.00	216.00
15	Footballs Ref FB95	12.50	187.50
	Less 20% trade discount		403.50
			80.70
			322.80
			56.49
			379.29
terms:			
30 days			

CREDIT NOTE		credit note number		£	
AB Supplies Limited Unit 16 Milliard Estate, Milton Keynes MK7 9GF Tel 01908 321727 email info@absupplies.co.uk VAT Reg 423 9663 77		454			
Zest Sports Unit 16 Fencote Road, Worcester WR2 6HY		2 November 2009			
quantity	description	unit price £	£	£	£
2	Footballs 8761	12.00	24.00		
	Less 20% trade discount		4.80	19.20	
1	Box tennis balls 8729	10.00	10.00		
	Less 10% trade discount		1.00	9.00	
	VAT at 17.5%			28.20	
				4.93	
				33.13	
Reason for credit:			Cancelled order		

CREDIT NOTE		credit note number		£	
N Mehta Limited 17, Market Street, Middleton M15 6HP Tel 01709 826421 email sales@nmehta.com VAT Reg 723 3863 37		967			
Zest Sports Unit 16 Fencote Road, Worcester WR2 6HY		3 November 2009			
quantity	description	unit price £	£	£	£
4	Footballs Ref FB88	9.00	36.00		
	Less 20% trade discount		7.20	28.80	
	VAT at 17.5%			5.04	
				33.84	
reason for credit:			Faulty goods		

INVOICE		invoice number		unit price		£	
Zest Sports 16 Fencote Road, Worcester WR2 6HY Tel 01905 334482 email info@zestsports.com VAT Reg 987 5441 21		12331					
Gullwing Sports Ltd Great West Road Hounslow Middlesex, HO7 6GF		date 2 November 2009					
quantity	description	unit price	£	quantity	description	unit price	£
20	Footballs (League)	10.00	200.00	5	Practice Tennis Balls (box)	20.00	100.00
8	Footballs (Champions)	15.00	120.00	2	Centre Court Balls (box)	16.00	32.00
		VAT at 17.5% 320.00 56.00 376.00				VAT at 17.5% 132.00 23.10 155.10	
terms:		30 days		terms:		30 days	

INVOICE		invoice number		unit price		£	
Zest Sports 16 Fencote Road, Worcester WR2 6HY Tel 01905 334482 email info@zestsports.com VAT Reg 987 5441 21		12332					
Kerrison Sports 44, Kilmersdon Road Bath BA1 5FG		date 3 November 2009					
quantity	description	unit price	£	quantity	description	unit price	£
5	Practice Tennis Balls (box)	20.00	100.00	5	Practice Tennis Balls (box)	20.00	100.00
2	Centre Court Balls (box)	16.00	32.00	2	Centre Court Balls (box)	16.00	32.00
		VAT at 17.5% 132.00 23.10 155.10				VAT at 17.5% 132.00 23.10 155.10	
terms:		30 days		terms:		30 days	

INVOICE		Zest Sports		16 Fencote Road, Worcester WR2 6HY Tel 01905 334482 email info@zestsports.com VAT Reg 987 5441 21	
Kerrison Sports 44, Kilmersdon Road Bath BA1 5FG		invoice number	12334	date	5 November 2009
quantity	description	unit price	£	£	£
7	Practice Tennis Balls (box)	20.00		140.00	
3	Centre Court Balls (box)	16.00		48.00	
		VAT at 17.5%		188.00	
				32.90	
				220.90	
				terms: 30 days	

INVOICE		Zest Sports		16 Fencote Road, Worcester WR2 6HY Tel 01905 334482 email info@zestsports.com VAT Reg 987 5441 21	
Gullwing Sports Ltd Great West Road Hounslow Middlesex, HO7 6GF		invoice number	12333	date	4 November 2009
quantity	description	unit price	£	£	£
15	Footballs (League)	10.00		150.00	
5	Footballs (Champions)	15.00		75.00	
		VAT at 17.5%		225.00	
				39.37	
				264.37	
				terms: 30 days	

CREDIT NOTE		credit note number		£	
Zest Sports 16 Fencote Road, Worcester WR2 6HY Tel 01905 334482 email info@zestsports.co.uk VAT Reg 987 5441 21		723			
Zest Sports 16 Fencote Road, Worcester WR2 6HY Tel 01905 334482 email info@zestsports.co.uk VAT Reg 987 5441 21		724			
Gullwing Sports Ltd Great West Road Hounslow Middlesex, HO7 6GF		credit note number 724		date 4 November 2009	
quantity	description	unit price	£	£	
4	Footballs (Champions)	15.00	60.00		
1	Practice Tennis Balls (box)	20.00	20.00		
VAT at 17.5%			60.00	20.00	
			10.50	3.50	
			70.50	23.50	
reason for credit:					
shortage in delivery					
reason for credit:					
damaged goods					