

UNIT 3 GNVQ ASSIGNMENT :

BUSINESS FINANCE



BY

VIPAN LAL

In this assignment I am opening a tuck shop in the school grounds and outside of the normal school system. I decided to open a tuck shop because there was no there was no tuck shop in the school grounds so there was a market opportunity.

In this assignment I have to find out different types of cost before we open the tuck shop.

I will carry out primary research by making and using questionnaire.

I will be carrying a questionnaire so we can find out what customers want so we can get exactly what most customers want and satisfy their needs.

I will go to different sweetshops which surround Langdon School and find out how much they sell their goods for. So I will reduce the price slightly so the customer will come to my tuck shop because of the price.

Business plan

Business name: SNACK BAR

Business address: Langdon School, Sussex road
East Ham
London
E6

Tel: 020 8471 2411

Name: Vipin Lal

Owner: There will be only one person working in the tuck shop which will be me. And I will be a sole trader.

Business Activity: In my business activity I will be selling the goods to my customers.

Aims and Objective: My long-term aim is to be successful in the future and to be here for a very long time making profit. My Objective is to buy more and more different types of snacks so the customers will have more variety to choose from and at a reasonable price so the customer will keep on coming to this tuck shop.

I have done market research a questionnaire. I have done a questionnaire because I wanted to find out what the customers want in the tuck shop so I can get exactly what most customers want and provide it in my tuck shop.

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I have to make a table telling me what do I need for my start up cost and running cost before I open my Tuck shop.

Start – up cost: Start – up costs are costs which need to be met before the business can be start selling new products.

- Buying premises
- Market research
- Cost of buy equipment EG tables and shelves
- Safe
- Stock room

Running costs: Running costs are costs which the business will have to be continually met as part of the on going process of the producing and selling the goods.

- Rent
- Buying stock
- Paying bills
- Paying suppliers

Goods are something which you can touch, fell and buy, a service is something that does something for the customer but it cannot be touched.

Goods: -

- Table
- Television
- Books
- Computers
- Games
- Food
- Cup
- Glue sticks
- Mobile, ETC

Services: -

- Holidays
- Restaurant
- Banks
- Estate agent
- Loans
- Lawyers
- Insurance

Revenue is money coming into a business as a result of selling goods or services.

In my business I will be getting my revenue by selling the goods to the customers.

Start-up cost	Running cost
<ul style="list-style-type: none">• Cost of premise (fixed cost £1950 per annum)• Market research (variable cost £4)• Stock room (fixed cost £720 per annum)• Shelves (fixed cost £20)• Safe (fixed £200)• Table (fixed £20)	<ul style="list-style-type: none">• Rent (fixed cost £1950 per annum)• Buying stock (variable cost £2124.51)• Paying electricity bills (variable cost £210.60)

I will do a product differential. Product differential means that you will check different types of shops which your customer might go to and you check the product that the shop and what the tuck shop is selling and compare the price and try to reduce the price slightly so the customers will come to your tuck shop then the other shops because of the price.

The Table shows all the costs of each product. But I will not have all the goods on the table only the snacks which the customers want.
(Table on next page)

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<u>Drinks</u>	<u>Amount of Cans</u>	<u>Amount per Can (ML)</u>	<u>Quality</u>	<u>Price per can</u>	<u>Full Price</u>
* Coca Cola	24	330	IMP	17p	£3.99
Sprite	24	330	OK	20p	£4.69
Pepsi	24	330	IMP	12p	£2.99
* Panda Pops	24	330	OK	12p	£2.99
* Irn Bru	24	330	OK	20p	£4.69
Cherry Coke	24	330	OK	20p	£4.69
Lucozade	24	330	OK	28p	£4.69
* Fanta	24	330	OK	20p	£4.69
* Dr Pepper	24	330	OK	14p	£3.39
Tango					
Orange	24	330	OK	20p	£4.69
Mars Milk	24	330	OK	37p	£4.39

<u>Sweets</u>	<u>Amount of packs</u>	<u>Unit Price</u>	<u>Full Price</u>
* Twix	48	17p	£7.99
Cherry Drops	40	16p	£6.79
Murry Mints	40	17p	£6.79
Kinder Surprise	72	28p	£19.99
* Kit - Kat	48	17p	£7.99
* Kit - Kat			
Chunky	48	18p	£8.59
Aero Mint	36	24p	£8.59
* Yorkie	36	22p	£7.89
* polo	48	12p	£5.69
Tic - Tac	48	17p	£8.19
* Mars	48	18p	£8.65
* Snickers	48	18p	£8.65
Bounty	48	17p	£7.99

<u>Crisps</u>	<u>Amount of packs</u>	<u>Price per pack</u>	<u>Full Price</u>
* Walkers	48	15p	£7.29
Disco	48	15p	£7.29
	48	15p	£6.99
Heat Crunchy	48	15p	£6.99
* Space Raider	56	5p	£2.89
Kp Crunches	56	5p	£2.89
Nik Nac	48	15p	£6.99
Skips	48	15p	£7.29
McCoys	48	26p	£12.29
* Hula Hoops	48	15p	£6.99

* = goods I am going to sell.

My revenue will be coming from the goods I sell. Before I can get my revenue I need to get some money to start my tuck shop up. I will consider having a short-term finance because the business I am opening will just be small business so I will need to have very little money. And there are different methods to get money and to get help and they are: -

Bank overdraft is an agreement with a bank to overspend the business's account, up to a specified limit. Many businesses arrange permanent overdraft facilities with the overdraft changing as money flows into and out of the business.

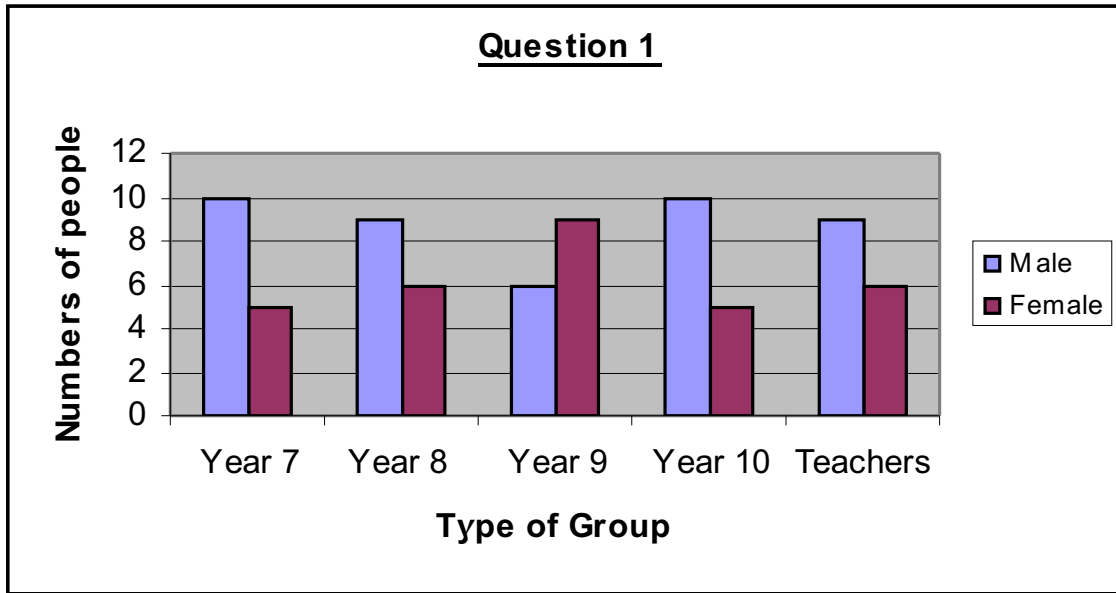
Short-term loan: a specific sum of money is borrowed for a fixed time period. Interest will be charged on the full amount borrowed.

Hire purchase is when you can hire things so you don't need to buy expensive things. So you are saving money.

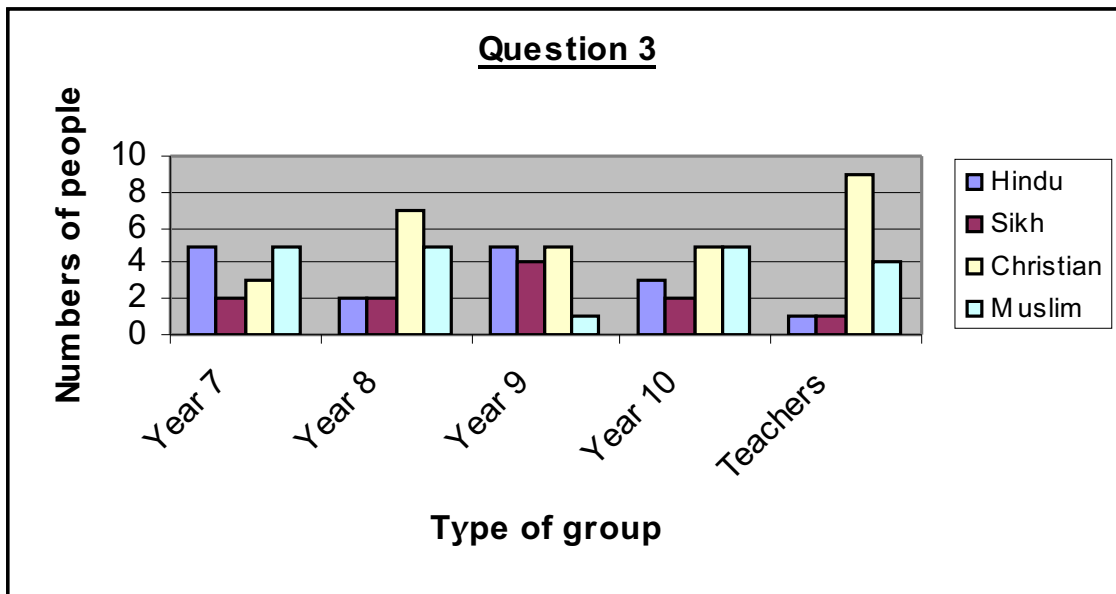
Trade credit: arrangements with a supplier to postpone payments for goods and services received until an agreed date. So it will also increase your reliability.

The next section of this assignment is to find out what the customers want in my Tuck shop. To do this I have produced a Questionnaire. After I have got my results from the questionnaire I will plot all of the results on a graph and explain what it shows in words.

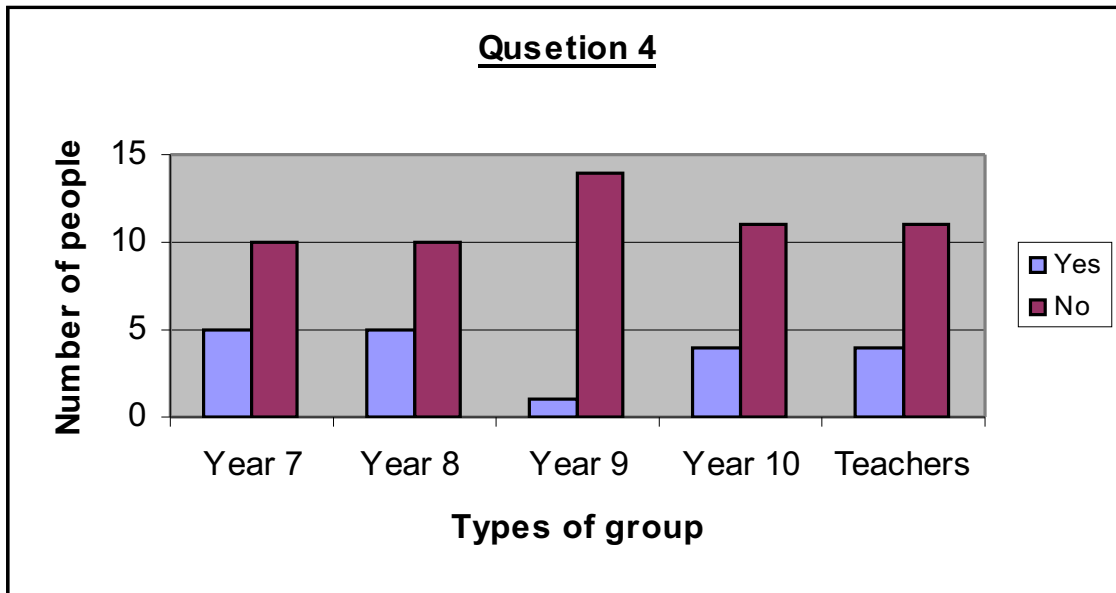
Questionnaire results and analysis



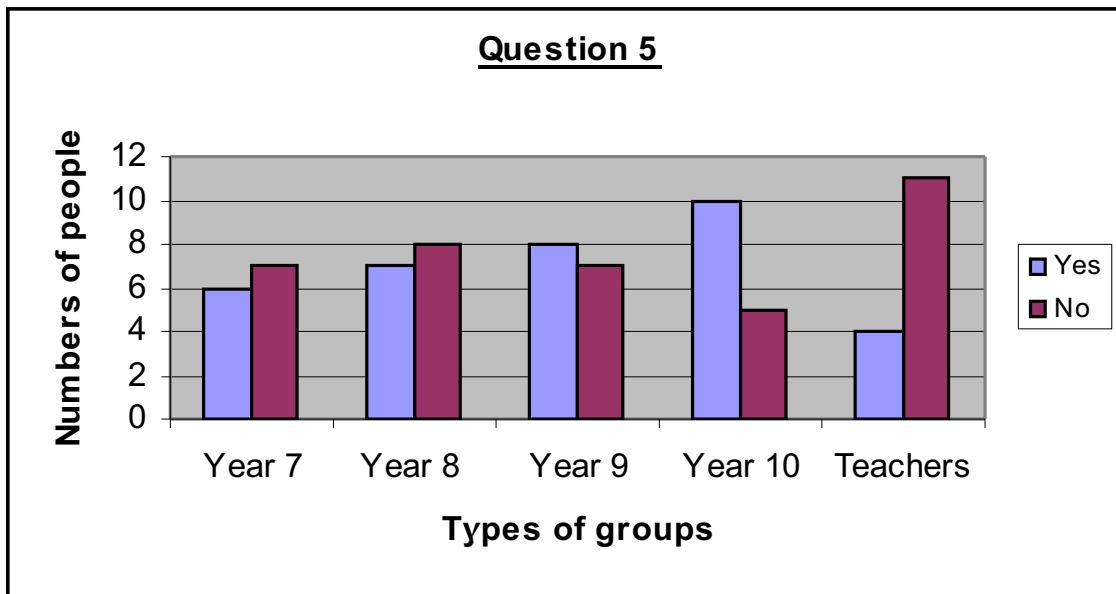
This graph shows that in each year there are different number of genders that I have asked so I will have accurate results. As you can see above there are more males than females. .



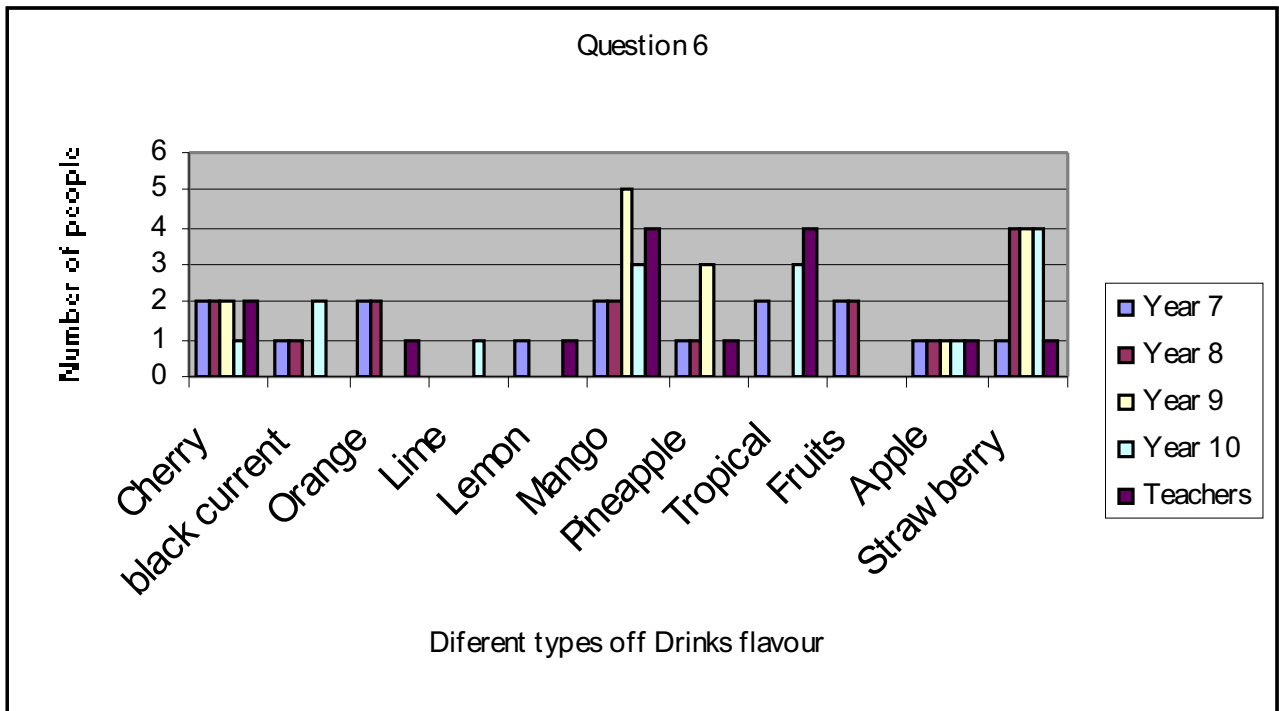
This graph is about What Religion are these people. In this graph you can see that there are different religions because different religions can or cannot eat certain foods. Their more Christian overall and then next are Muslims.



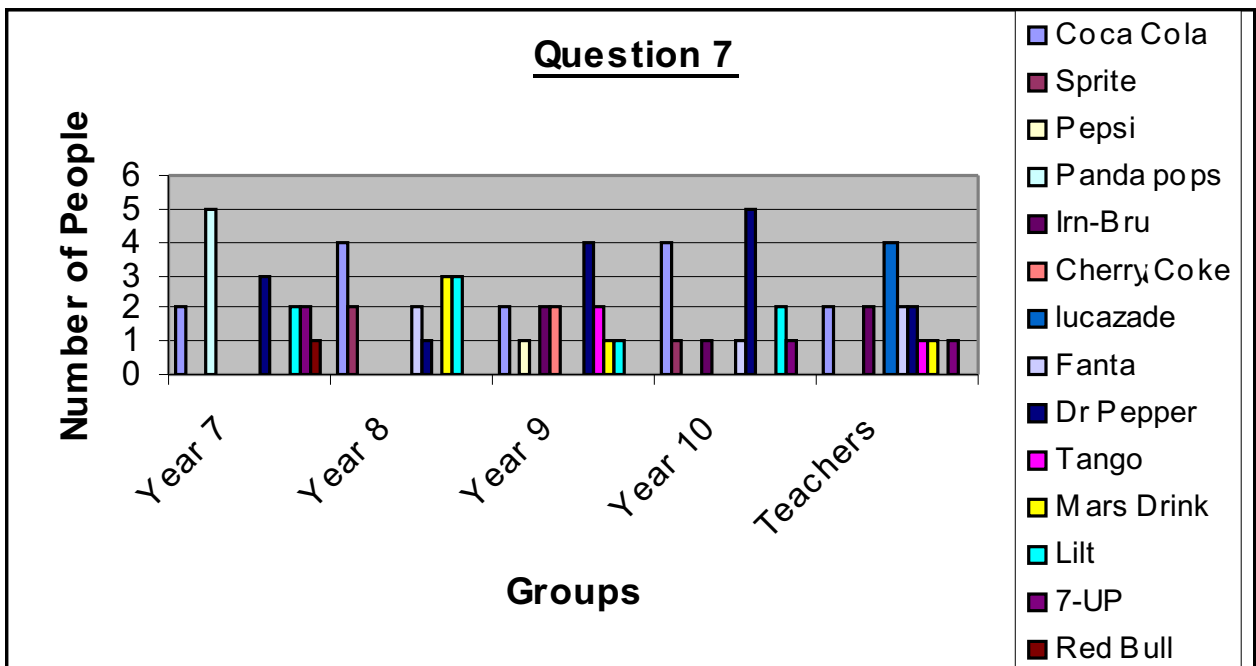
This graph shows that not many people eat Halal Food because they are not Muslim (as shown Above).



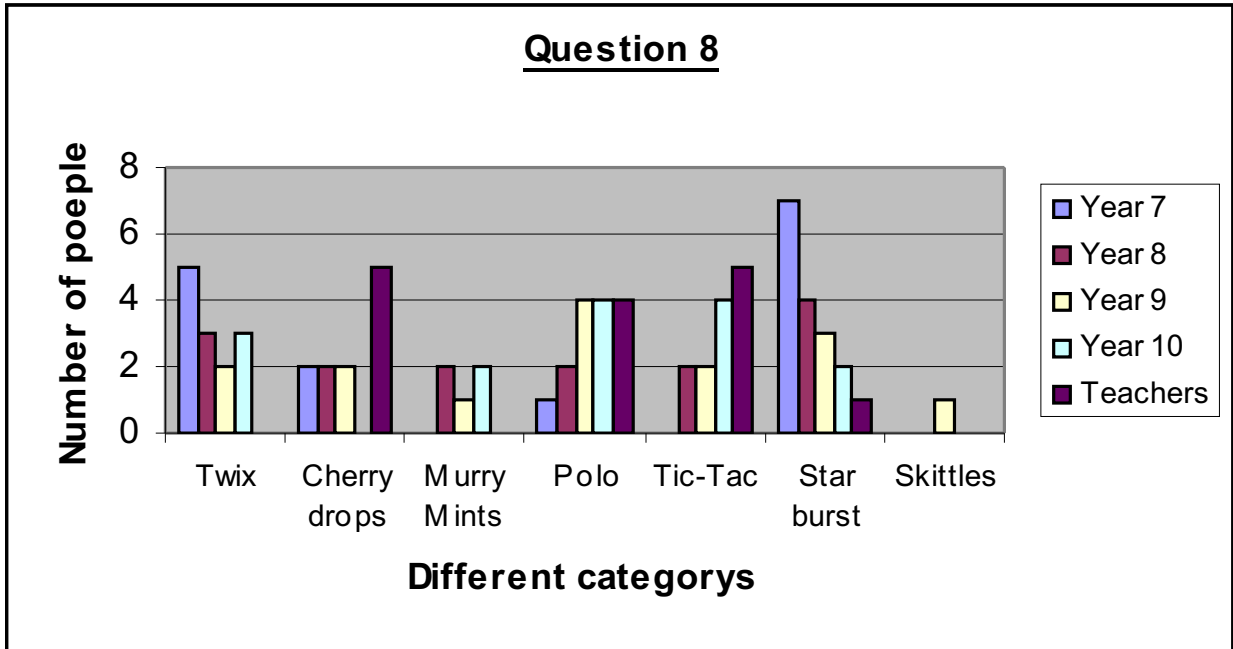
This graph is about Free school dinners. In this graph you can see that overall that there are about same percentage of people which are not and are Free school dinners.



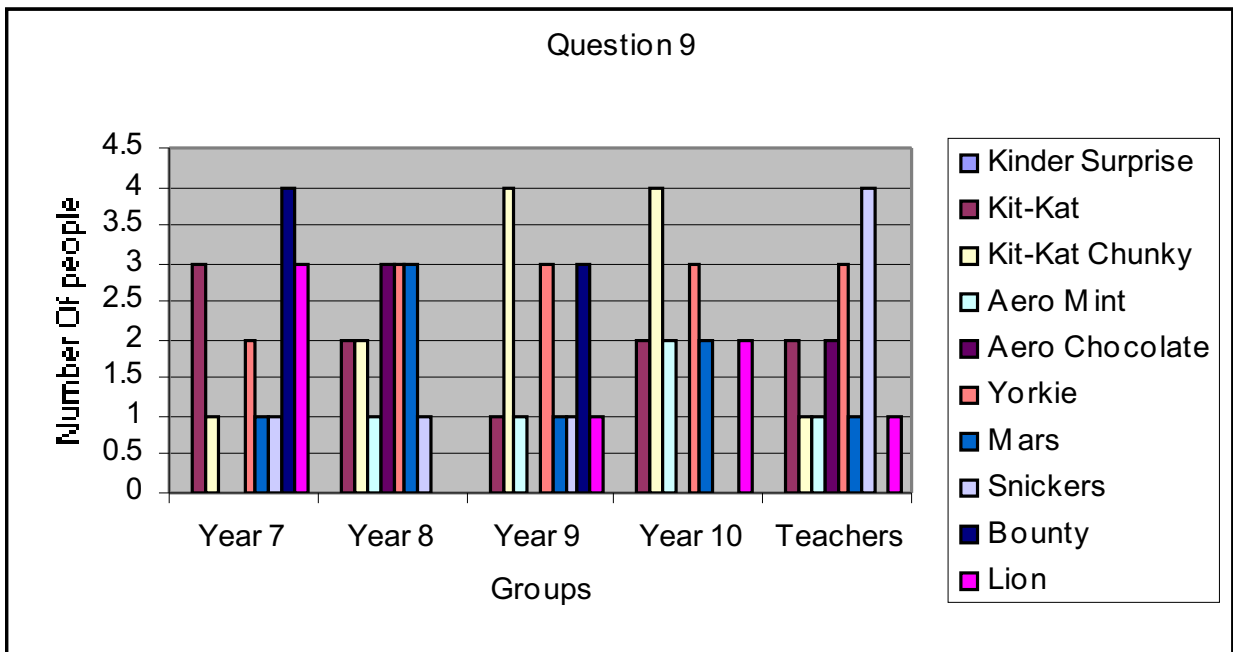
This Graph is about Different Flavour drinks. In this graph you can clearly see that the best overall flavour is Mango and Strawberry. And the least favourite flavour is Lime.



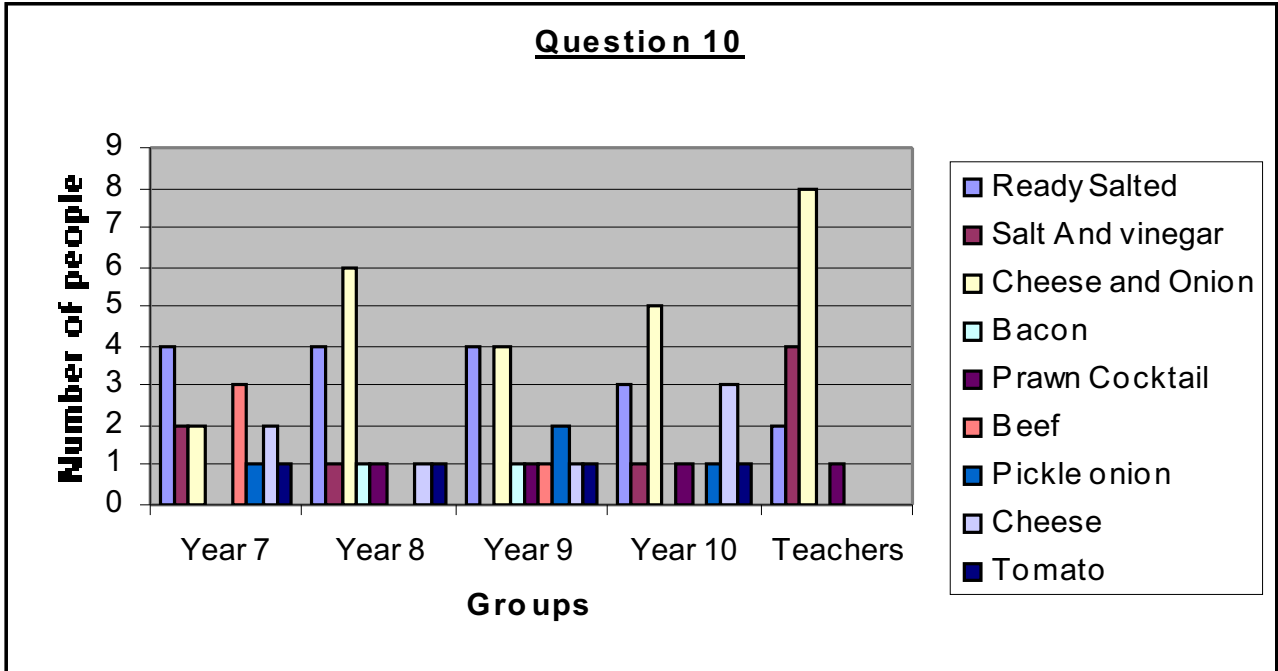
This Graph is showing what people like to drink. In the graph you can see that the best drink is Irn – Bru and least drink is 7 – UP.



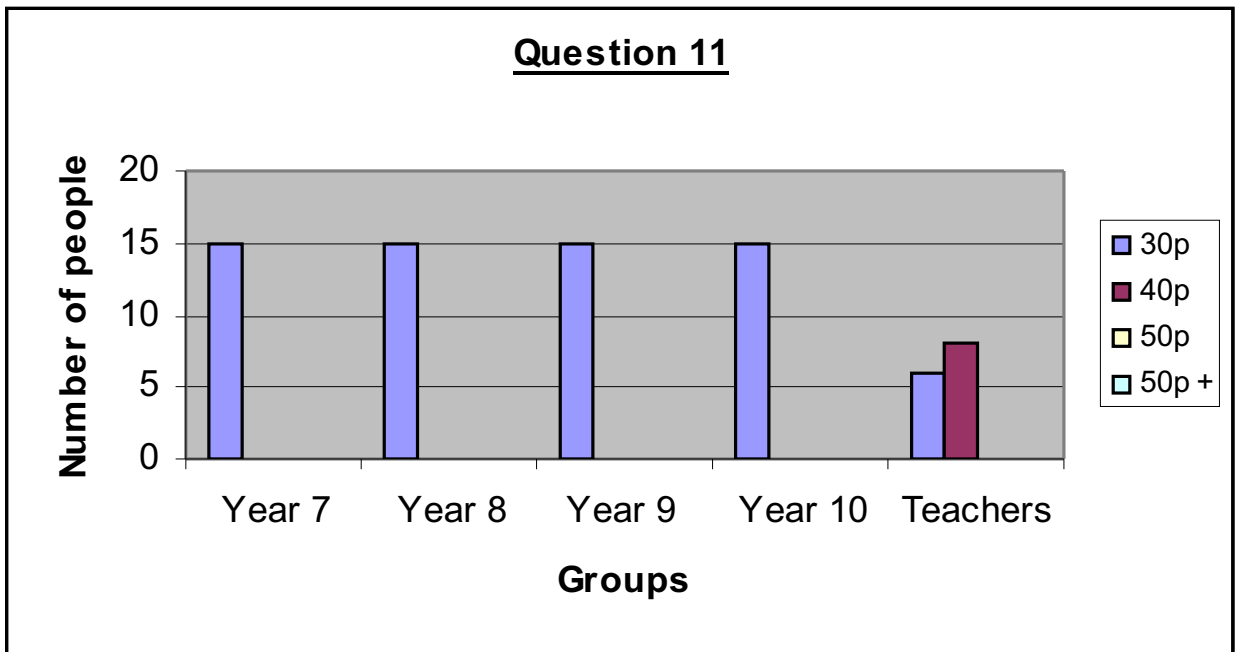
This Graph is showing what type of sweets you like. In this graph you can see that the most favourite sweet is Star Burst an the least Favourite is Skittles.



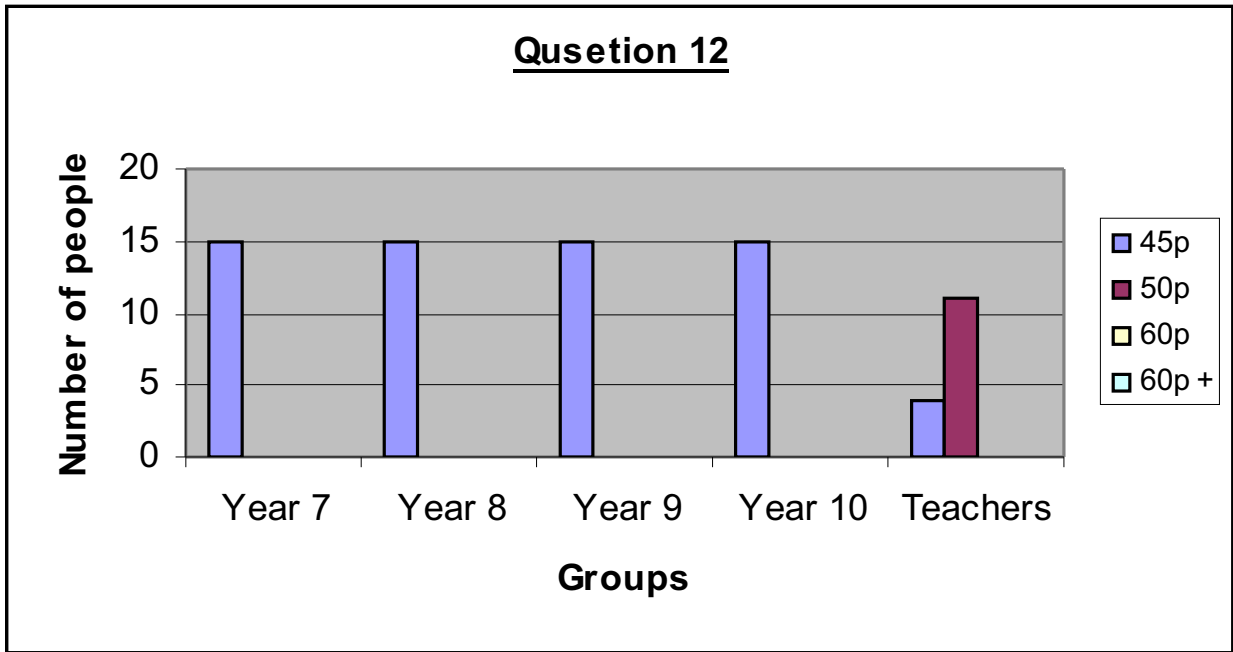
This graph is about what chocolates you like. And in the graph you can see that the most favourite chocolate is Kit – Kat Chunky. And the least favourite is Kinder Surprise.



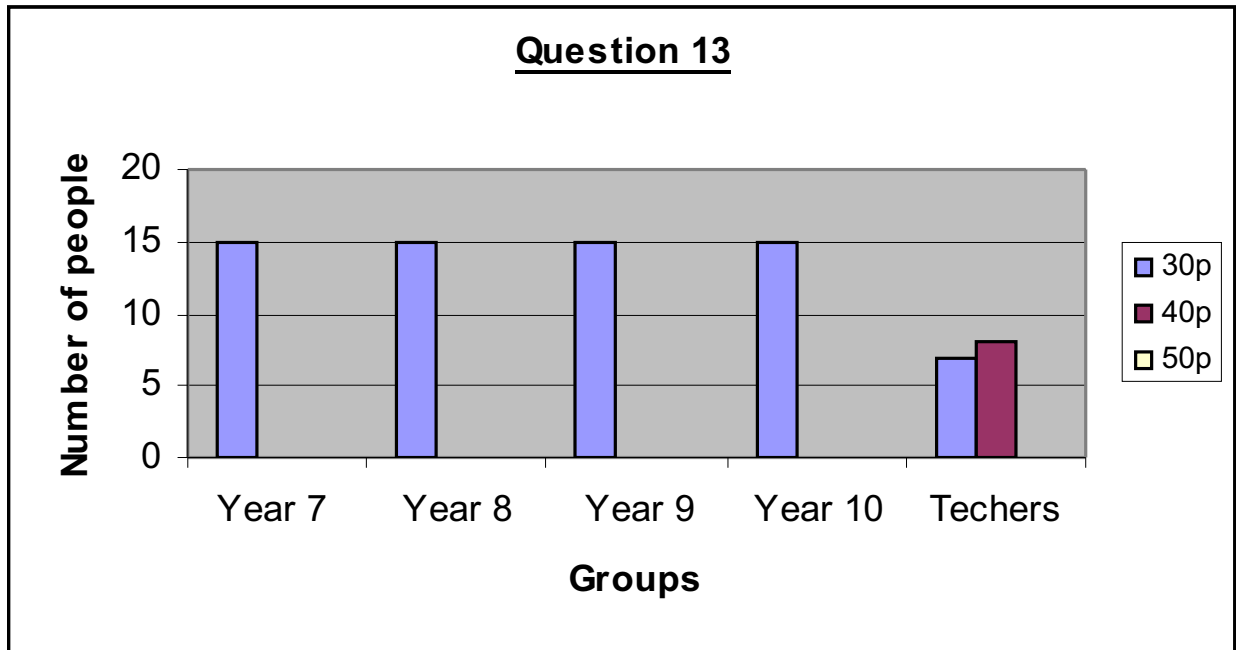
This Graph is about Different crisp Flavour. In this graph you can see that the most favourite flavour is Cheese and onion and the least Favourite is Tomato.



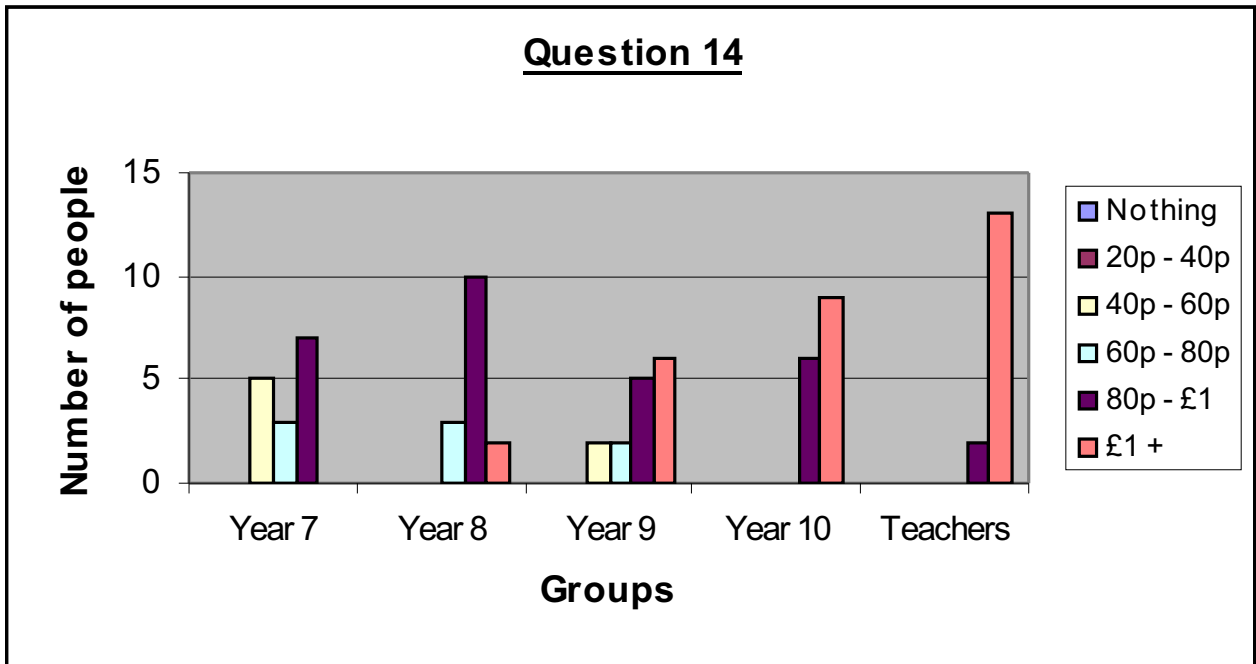
This Graph is about how much people are willing to pay for sweets. You can clearly see that people want to pay 30p for it.



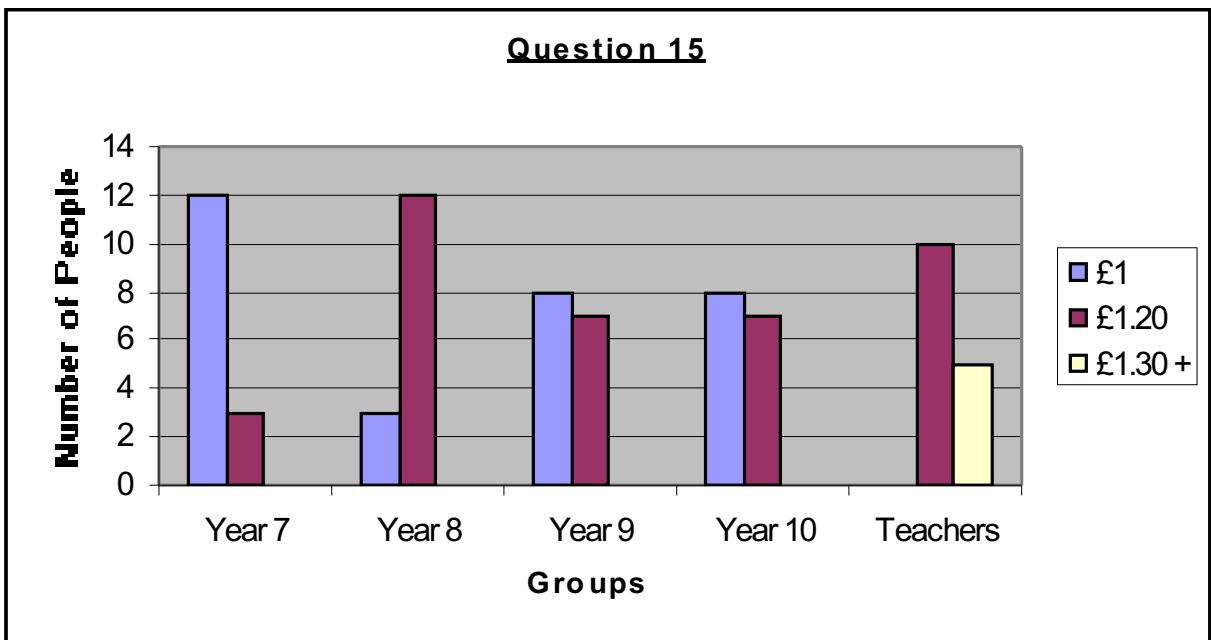
This graph is about how much are people willing to pay for a can of drink. You can see that nearly all people want to pay 45p for it.



This Graph is about how much are people will to pay for a packet of crisps. And same as one before, nearly all people want to pay 30p for it.



This graph is about How much money do people bring to school. All of the people you can see on the graph brings 80p - £1.



This graph here show's that how many people are willing to pay for sweets, crisps and drinks. And every one chosen to pay about £ 1.20.

In this section of the assignment I will be making TWO Break – even charts, and Four Working outs because I want to see what will change and how much profit I will be making and where will my break even will be. A break – even is where neither a profit nor a loss is made. At this point the money flowing out of the business is matched exactly by the amount of money flowing into the business.

What I am doing is basically forecasting and sees what costs will change how it will affect my break Even point because if any off these did change I will be prepared to do something to keep my business running smooth and not to be under debt.

For my first break – even chart I will sell my goods from my tuck shop at a very cheap price then the local sweet shop which surrounds the school. And see what the break – even chart shows.

I predicted that the cheaper the price of the goods that I am selling the higher the break – even point will be.

For my second break – even chart I will sell my goods from my tuck shop at an slightly higher price then the local sweet shop and see how the break even chart changes.

I predict that the break – even point will be lower then the first break – even chart.

For my third and fourth Break even chart I will change my fixed costs because I want to see what will change in my Break – even point.

I predicted that higher the fixed cost the higher the break –even point will be, and the lower the fixed cost the lower the Break – even chart will be.

For my Fifth and Sixth Breakeven graph, I will change variable costs because I want to see how it will affect my Break – Even point.

Original sums and totals

Fixed costs

Rent = £1950 per anum
Bills = £210.60 per anum
Total fixed cost = £2160.60 anum

Variable costs

Stock (crisp, dinks, and chocolates)

Crisps = 15p
Drinks = 20p
Chocolates = 17p
Total variable cost = 52p
Average cost = $52p/3 = 17.3333p$ (rounded to 17p)

Revenue (selling price)

Crisps = 35p
Drinks = 45
Chocolates = 30p
Total revenue = £1.10
Average cost = $110p/3 = 36.666p$ (rounded to 37p)

To work out my Break even I need to use a formula which is:

$$\frac{\text{Fixed cost}}{\text{Selling price} - \text{Variable cost}}$$

$$\frac{£2160.60}{37p - 17p} = \frac{£2160.60}{20p} = 10803 \text{ customer to break even}$$

This says that I need 10803 customers to break – even / to be in a safe stage if I get more then 10803 customers I will be making a profit, and if I get less then 10803 customers I will be making a lose.

Break even
Working out stage #1

Fixed costs

Rent = £1950 per anum
Bills = £210.60 per anum
Total fixed cost = £2160.60 anum

Variable costs

Stock (crisp, dinks, and chocolates)

Crisps = 15p
Drinks = 20p
Chocolates = 17p
Total variable cost = 52p
Average cost = $52p/3 = 17.3333p$ (rounded to 17 p)

Revenue (selling price)

Crisps = 35p
Drinks = 45
Chocolates = 30p
Total revenue = £1.10
Average cost = $110p/3 = 36.666p$ (rounded to 37p)

To work out my Break even I need to use a formula which is:

$$\frac{\text{Fixed cost}}{\text{Selling price} - \text{Variable cost}}$$

$$\frac{£2160.60}{37p - 17p} = \frac{£2160.60}{20p} = 10803 \text{ customer to break even}$$

This says that I need 10803 customers to break – even / to be in a safe stage if I get more then 10803 customers I will be making a profit, and if I get less then 10803 customers I will be making a lose.

This Table here will allow me to make a first break even Chart.

	fix cost	Variable costs (p)	Sales Revenue (p)	total cost
0	2160.6	0	0	2160.6
2000	2160.6	340	740	2500.6
4000	2160.6	680	1480	2840.6
6000	2160.6	1020	2220	3180.6
8000	2160.6	1360	2960	3520.6
10000	2160.6	1700	3700	3860.6
12000	2160.6	2040	4440	4200.6
14000	2160.6	2380	5180	4540.6
16000	2160.6	2720	5920	4880.6
18000	2160.6	3060	6660	5220.6
20000	2160.6	3400	7400	5560.6

Break even

Working out stage #2

Fixed costs

Rent = £1950 per anum
Bills = £210.60 per anum
Total cost = £2160.60 anum

Variable costs

Stock (crisp, dinks, and chocola tes)

Crisps = 15p
Drinks = 20p
Chocolates = 17p
Total = 52p
Average cost = 52p/3 = 17.3333p (rounded to 18p)

Revenue (selling price)

Crisps = 45p
Drinks = 70p
Chocolates = 40p
Total = £1.55
Average cost = 155p/3 = 51.333p (rounded to 51p)

To work out my Break even I need to use a formula which is:

$$\frac{\text{Fixed cost}}{\text{Selling price} - \text{Variable cost}}$$

$$\frac{£2160.60}{51p - 17p} = \frac{£2160.60}{34p} = 6354 \text{ customer to break even}$$

This says that I need 6354 customers to break – even / to be in a safe stage if I get more then 6354 customers I will be making a profit, and if I get less then 6354 customers I will be making a lose

This Table here will allow me to make a first break even Chart.

	fix cost	Variable costs (p)	Sales Revenue (p)	total cost
0	2160.6	0	0	2160.6
2000	2160.6	340	1020	2500.6
4000	2160.6	680	2040	2840.6
6000	2160.6	1020	3060	3180.6
8000	2160.6	1360	4080	3520.6
10000	2160.6	1700	5100	3860.6
12000	2160.6	2040	6120	4200.6
14000	2160.6	2380	7140	4540.6
16000	2160.6	2720	8160	4880.6
18000	2160.6	3060	9180	5220.6
20000	2160.6	3400	10200	5560.6

Break even

Working out stage #3

Fixed costs

Rent = £2500 per anum
Bills = £300 per anum
Total fixed cost = £2800 anum

Variable costs

Stock (crisp, dinks, and chocolates)

Crisps = 15p
Drinks = 20p
Chocolates = 17p
Total variable cost = 52p
Average cost = $52p/3 = 17.3333p$ (rounded to 17p)

Revenue (selling price)

Crisps = 35p
Drinks = 45
Chocolates = 30p
Total revenue = £1.10
Average cost = $110p/3 = 36.666p$ (rounded to 37p)

To work out my Break even I need to use a formula which is:

$$\frac{\text{Fixed cost}}{\text{Selling price} - \text{Variable cost}}$$

$$\frac{£2800}{37p - 17p} = \frac{£2800}{20p} = 14000 \text{ customer to break even}$$

This says that I need 14000 customers to break – even / to be in a safe stage if I get more then 14000 customers I will be making a profit, and if I get less then 14000 customers I will be making a lose.

Break even

Working out stage #4

Fixed costs

Rent = £1000 per anum
Bills = £200 per anum
Total fixed cost = £1200 anum

Variable costs

Stock (crisp, dinks, and chocolat es)

Crisps = 15p
Drinks = 20p
Chocolates = 17p
Total variable cost = 52p
Average cost = 52p/3 = 17.3333p (rounded to 17p)

Revenue (selling price)

Crisps = 35p
Drinks = 45
Chocolates = 30p
Total revenue = £1.10
Average cost = 110p/3 = 36.666p (rounded to 37p)

To work out my Break even I need to use a formu la which is:

$$\frac{\text{Fixed cost}}{\text{Selling price} - \text{Variable cost}}$$

$$\frac{£1200}{37p - 17p} = \frac{£1200}{20p} = 6000 \text{ customer to break even}$$

This says that I need 6000 customers to break – even / to be in a safe stage if I get more then 6000 customers I will be making a profit, and if I get less then 6000 customers I will be making a lose.

Break even

Working out stage #5

Fixed costs

Rent = £1950 per anum
Bills = £210.60 per anum
Total fixed cost = £2160.60 anum

Variable costs

Stock (crisp, dinks, and chocolates)

Crisps = 25p
Drinks = 30p
Chocolates = 25p
Total variable cost = 52p
Average cost = 80p/3 = 26.666p (rounded to 27p)

Revenue (selling price)

Crisps = 35p
Drinks = 45
Chocolates = 30p
Total revenue = £1.10
Average cost = 110p/3 = 36.666p (rounded to 37p)

To work out my Break even I need to use a formula which is:

$$\frac{\text{Fixed cost}}{\text{Selling price} - \text{Variable cost}}$$

$$\frac{£2160.60}{37p - 27p} = \frac{£ 2160.60}{10p} = 21606 \text{ customer to break even}$$

This says that I need 21606 customers to break – even / to be in a safe stage if I get more then 21606 customers I will be making a profit, and if I get less then 21606 customers I will be making a lose.

Break even
Working out stage #6

Fixed costs

Rent = £1950 per anum
Bills = £210.60 per anum
Total fixed cost = £2160.60 anum

Variable costs

Stock (crisp, dinks, and chocolates)

Crisps = 12p
Drinks = 15p
Chocolates = 12p
Total variable cost = 39p
Average cost = 39p/3 = 13p

Revenue (selling price)

Crisps = 35p
Drinks = 45
Chocolates = 30p
Total revenue = £1.10
Average cost = 110p/3 = 36.666p (rounded to 37p)

To work out my Break even I need to use a formula which is:

$$\frac{\text{Fixed cost}}{\text{Selling price} - \text{Variable cost}}$$

$$\frac{£2160.60}{37p - 13p} = \frac{£2160.60}{24p} = 9002.5 \text{ customer t o break even}$$

This says that I need 9002.5 customers to break – even / to be in a safe stage if I get more then 9002.5 customers I will be making a profit, and if I get less then 9002.5 customers I will be making a lose.

As you can see at the last few pages about the break – even chart there is a difference in those two charts and it is on how many customers are needed to break even. On the first break even chart there were 10803 customers to break even, and on the second break even chart there was 6354 customer to break even.

So my prediction was correct that the cheaper the price of the goods that I am selling the higher the break- even point.

I will choose Break even chart number one, because I believe that I will get that number of customers because of the price of the goods I am selling is cheap.

As you can see on Break – even chart 3 – 6 you can see dramatic changes in the break – even points and this can seriously cause a lot of damage as in financial mainly in debt.

It is very important to produce a Break – Even Chart because it is a forecast of the business. It is important because it sees how many customers you need to break – even and to see where is the profit section and the loss section. It shows the minimum level of activity required for the business to survive .

To check the accuracy of the break even point I used this formula: -

$$\text{BREAK – EVEN} = \frac{\text{FIX COST}}{\text{REVENUE (SELLING PRICE) – VARIABLE COST}}$$

If there is a problem with it could be very seriously because if I thought that I was making a profit I will be actually making a loss. So it is very important to write the right figures.

I have to make a Cash flow forecast to show money coming in and money going out of the business. I have made this cash flow forecast relating with, break – even chart number 1.

A bank balance means the amount of money in a bank account.

I had to have a bank loan to start up my business a bank loan is when you borrow money from a bank.

It is important to have a cash flow forecast because I have to check how we are doing in the business and checking how much money is coming in to a business and coming out of the business and to have a smooth running of the business.

To check the accuracy of the cash flow forecast you need to check it by using a formula which is: -

Opening bank balance FIRST month. £1000	=	TOTAL of TOTAL RECEIPTS. £9900	-	TOTAL of TOTAL PAYMENTS £5249.11	=	Closing Bank Balance in LAST month £5650.89
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In this section I have to create a profit and loss account to see how much profit I have made in one year.

Profit & Loss Statement for '**SNACK BAR**'
For Year Ended 31st December 2001

Definition — gross profit = sales - cost of goods sold.

A sale is the selling price of one unit X number of units sold.

The cost of goods sold is the cost of stock or raw materials bought from suppliers which has been sold.

Net profit is gross profit less expenses.

Expenses are regular ongoing costs which business has in order to buy and sell products.

Profit and loss accounts are important because it shows how much profit you making and it is also a forecast. If the business is doing bad the owner can respond and do something before it happens.

Business Documents

In this section I will talk to you about Business Documents and what do they mean, and I will also produce my own Business Documents.

- **Purchase order:** A Purchase order is completed by a customer and sent to a supplier to request the supply of goods of services. A purchase order contains:-
 - the type of goods wanted;
 - the number of goods wanted;
 - the address which the goods must be sent;
 - the dates when the goods are needed;
 - the price of the goods;
 - A reference number and catalogue number of goods.

- **Sales Invoice:** A Sales invoice is completed by a supplier and sent to a customer to indicate goods of services sold and the amount to be paid. A Sales invoice contains and shows: -
 - the description of goods being sold;
 - how many goods are being sold;
 - the address to which the invoice should be sent;
 - the address to which the goods must be sent;
 - the price of goods;
 - any discount from the supplier;
 - how much VAT to pay on the goods being sold;
 - total amount to be paid to the supplier;
 - The reference or catalogue number of the goods.

- **Delivery Note:** A Delivery Note is completed by a supplier and sent with the goods but not services to show goods being delivered to a customer. A delivery note shows: -
 - the address to the seller;
 - the delivery note number and reference number;
 - description on the goods you bought.

- A delivery note can be: -
 - posted to the customer; or
 - it can travel with the goods.

- **Goods Received Note:** A good received note is completed by the customer to record goods (not services) received and their condition. A goods revived note shows: -

- the quantity and the type of all the goods that have been received (even those which have not been ordered);
 - if any goods were received in a damaged condition.
-
- **The Credit Note:** A credit note is sent by a supplier to a customer to reduce the amount owed by the customer.
 - **Remittance Advice Slip:** A remittance advice slip is sent to the supplier with payment (usually by cheque) to indicate which invoices are being paid. A remittance advice slip shows: -
 - which invoices are being paid off;
 - any credit notes being used to reduce the amount owed.
 - **The Cheque:** A cheque is a manual method of payment which allows money to be transferred from the customer's bank account to the supplier's bank account (electronic payment).
 - **The Statement Of Account:** A statement is sent to the credit customers to show them the transactions which have affected their account and to encourage them to pay their invoices within the agreed credit period. A statement of account shows: -
 - the amount owed by the customer at the beginning of the month;
 - the amount owed by the customer at the end of the month.
 - **The Receipt:** A receipt is given to 'cash Customers' As proof that a payment has been made.
 - **The Petty Cash voucher:** a petty cash voucher is completed when a small payment in note or coins is required and only small payments are used for.

Businesses will choose to write out what they want rather than phoning the supplier. Because if you phone the supplier, the person who answered the phone might get the wrong detail or it did not understand what the customer trying to say so they will get the wrong order. By writing out all of these documents they can get exactly what you want and it will be very smoothly done.

I believe that the business documents are in this order because they need to be easy to complete and in a smooth flow of documents so they can be easily and quickly done.

The business documents are in this order: -

Purchase order

Sales invoice

The Delivery Note

The Credit Note

The Remittance Advice Slip

Cheque

The Statement of Account

The petty Cash Voucher

To produce business documents even faster we can make them on a computer. Because we can make a template on the computer and just reprint them so it is fast and easy to do and the main thing is that it will save time.

A computerised accounting system:

- records all credit sales to customers
- records all cash sales to customers
- produces invoices, credit notes and statements
- lists outstanding payments (usually called an ‘aged debtors report’ — this means the accounts are old!)
- Records all purchases made — both by supplier and type of goods
- Records all accounts which have been paid or still have to be paid to suppliers
- records all bank transactions
- updates the company’s accounts every time a transaction takes place
- produce a variety of ‘reports’ or summaries, e.g. a balance sheet, VAT return, bank analysis, profit and loss account, audit report (which lists all transactions for checking).

But there are advantages and disadvantages. Shown below: -

Advantages: -

- Accountants and auditors (who check the accounts of limited companies) prefer computerised accounts information as it can often be checked more easily and quickly (through the audit report) than a manual system.
- The system can be linked to stock control packages and payroll packages.
- Account numbers are allocated automatically by computer. There will be no mistakes made on allocation (e.g. missing out a number by mistake).
- In a paper system documents may get lost or be misfiled. This cannot happen in a computerised system.
- Access to specific sections of the package can be restricted to designated executives or managers, for security.

Disadvantages: -

- A mistake can be difficult to correct. On some software packages it is impossible to cancel a wrong entry — the entry must be adjusted by making an opposite entry. This is required for the audit report which you should think of as a type of security check on all the entries that have been made.
- The computer allocates every customer with a number. This is useful if there are a few regular customers, but may be inconvenient if there are thousands of casual customers.
- Staff using a computer system may fail to check their work. For instance, someone might key in 230 units instead of 23, and not notice. They assume it will be correct!
- It is easy to miss-key or transpose figures. The computer will simply accept the information on most systems — and process it.
- Printing out very large numbers of documents, e.g. invoices, can tie up a printer for several hours, causing inconvenience to other users who share it.

SNACK BAR

Langdon School, Sussex road
East Ham
London
E6

TEL: 020 8471 2411

EMAIL:v.lal@talk21.com

PURCHASE ORDER

TO

--

Order No:	
Date:	

QUNANTITY	DESCRIPTION	ITEM REFERENCE	UNIT PRICE £

Delivery:

Authorised by:

VAT Registration Number 2924781

CHETAN WHOLESALERS LTD
47/49 RIVER ROAD BARKING
ESSEX IG11 0DA

TEL: 020 8594 8985/8907/1812 FAX: 020 8594 7335

INVOICE

To

--

Invoice No:	
Date:	
Your Ref:	

Quantity	Description	Item Ref	Unit price £	Total Price £

Goods Total	
Less 20% Trade Discount	
Sub Total	
+ VAT @ 17.5%	
TOTAL TO PAY	

CHETAN WHOLESALERS LTD
47/49 RIVER ROAD BARKING
ESSEX IG11 0DA

TEL: 020 8594 8985/8907/1812 FAX: 020 8594 7335

DELIVERY NOTE

To

--

Delivery Note No:
DATE:
Your Ref No:

Quantity	Description	Item Reference

Received By.....

Date

SNACK BAR

GOODS RECEIVED NOTE

Name and Address of Supplier

--

G.R.N Number:	
Delivery Note Number	
Purchase order No:	

Quantity	Description	Item Reference	Condition of goods

Received by

Date

CHETAN WHOLESALERS LTD
47/49 RIVER ROAD BARKING
ESSEX IG11 0DA

TEL: 020 8594 8985/8907/1812 FAX: 020 8594 7335

CREDIT NOTE

TO

--

Credit Note No:
Date
Your Ref No:

Quantity	Description	Item Reference	Unit price £	Total Price £

	Goods Total	
Reason for Credit	Less 20% trade Discount	
	Sub Total	
	+ VAT @ 17.5%	
	Total to Pay	

SANCK BAR

Langdon School, Sussex road
East Ham
London
E6

Tel: 020 8471 2411
E -Mail: v.lal@talk21.com

REMITTANCE ADIVCE

To:

--

Account Ref:	
Date:	

Date:	Details:	Reference:	Invoices £:	Credit Notes £	Amount Paid £

**CHETAN WHOLESALERS LTD
47/49 RIVER ROAD BARKING
ESSEX IG11 0DA**

TEL: 020 8594 8985/8907/1812 FAX: 020 8594 7335

STATEMENT OF ACCOUNT

To:

--

Date:
Credit Terms:

Date:	Details:	Reference:	Debit £:	Credit £:	Balance £:

The last figure Balance Column is the amount owing. Please pay promptly.

VAT Registration Number 4570121

**CHETAN WHOLESALERS LTD
47/49 RIVER ROAD BARKING
ESSEX IG11 0DA**

TEL: 020 8594 8985/8907/1812 FAX: 020 8594 7335

RECEIPT

Customer:

--

Receipt No:	
Date:	

Sub - Total	
VAT	
Total	

VAT Registration Number 4570121

PETTY CASH VOUCHER

NUMBER	
Date:	

For What Required	Amount	
	£	P

Signature:

Authorised by:

Cheque

NATIONWIDE Current Account	PO Box 2000 Swinford SD34 12TD	Date	02 - 00 - 23 123498765
PAY _____		£	<input type="text"/>
3000123	020023	123498765	