

Businesses very often send invoices to their customers which will show the products purchased and the price owed. The business will also receive invoices from suppliers contains details of a recent order purchased. These two examples are both appropriate recipients as they are buying and selling goods and invoices track that.

SRC may send an invoice to a student if they have to pay tuition fees, damaged something or are attending a trip.

Green Leaf Design
111 Main Street
Pleasanton, CA 94566
555-555-4444
info@greenleafdesign.com

INVOICE
Invoice: 00016
Date: 03/11/2009
Due Date: 04/10/2009
Balance Due \$: 1,937.01
Customer PO#:

Bill To:
Aqua Hotel and Resort
1040 Boulevard
Anytown, CA 94558
555-555-2222 (Phone)
555-555-2225 (Fax)

Ship To:
Aqua Hotel and Resort
1040 Boulevard
Anytown, CA 94558
555-555-2222 (Phone)

Shipment Details:
Carrier: USPS
Method: Overnight Priority
Tracking #: w126a5s4321sas
Ship Date: 03/02/2009

Item	Price (\$)	Unit	Qty	Total (\$)	Tax
Design Services - Business System Includes logo, layout for letterhead, 2nd sheet, A10 envelope, and business card	3,500.00	project	1	3,500.00	8.25%
Design Services - Additional Concepts Includes thumbnail sketches for one additional concept	125.00	each	1	125.00	8.25%

Pre-tax Total: 3,625.00
Tax: 299.06
Shipping: 12.95
Total: 3,937.01
Payments: -2,000.00
Balance (\$): 1,937.01

Notes
Thanks for the work! Art hard copies and CD mailed to printer per instructions.

Terms and Conditions
Balance Due Net 30 days.

Flow chart

A flow chart shows visually in words and shapes a sequence of activities. For example, how to complete accounts or calculate wages. Flow charts involve presentational skills and are eye catching. A flow chart could be sent to;

- Staff – containing sales and targets
- Media – showing profit and loss of the business
- Departments within SRC – to show the activities they carry out

It is useful when SRC are presenting their financial results to the public or media that they use flow charts. Flow charts can be quicker to assemble than typing lots of information. However, if a flow chart is being read by an external individual of SRC, the information in the flow chart can be difficult to interpret.

Publicity material

Public material is referred to any marketing activities used by a business. For example, brochures, posters, vouchers or catalogues. Public material should be eye catching, professional and use professional and appropriate language. They vary between different companies but all have the same aim which is;

- To have an eye catching design
- To inform the reader
- To improve or promote the company's corporate image