

Type the following Credit note and rule up:-

CREDIT NOTE

Telephone: 2842568
 Telegrams: "FACIT"

Post Box no. 3684,
 35 Mount Road,
 Chennai - 600 002.

10th Feb. 2000.

Arum Tech. Instt.,
 39, Salai Street,
 Tirunelveli - 627 006.

Cr. by FACIT INDIA Ltd.,

Details of Invoice	Particulars	Amount Rs. P.
20th Feb 2000 Invoice no. 85 AG	By 2 nos. Facit T/w's (Eng) at Rs. 6000/- not having bn. ordered	12,000 00
20th Feb. 2000 Inv. No. 85	By 2 nos. Ribbon Roll at Rs. 80	160 00
	Total	12,160 00
	(Rupees twelve thousand one hundred and sixty only)	

for FACIT INDIA LIMITED

2.(iii) DEBIT NOTE- MODEL

DEBIT NOTE

///

Telephone: 443456
Telegrams: 'Nathan'

Post Box No.95.
5 Jones Road,
Madras 600 015.

//

No.10/72

31 st March 1972.

//

Messrs. Ramalingam & Sons,
Station Road,
Madras 600 033.

//

Dr. to SWAMINATHAN & SONS

//

Details of Invoice	Particulars	Amount
		//
		Rs. P.
Invoice No.3 25 th March 1972	To 20 meters of Raymond tweed at Rs.37/-per meter mentioned in the invoice, which should be Rs. 43/- per meter	120 00
Invoice No.8 28 th March 1972	To a piece of long cloth charged at Rs.40/- which should be Rs.50/-	10 00
	Total	130 00
	(Rupees one hundred and thirty only)	

//

for SWAMINATHAN & SONS,

////

Chief Accountant.

DEBIT NOTE

Telephone : 2465395
Telegrams : "KUMAR"

Post Box No. 539,
50 Big Bazaar,
Chennai.

No. 160/2000.

3rd June 2000.

M/s. Saatha & Co.,
10 Sannadi St.,
Thirubuvanam 612101.

Dr. To KUMAR AND SONS

Details of Invoice	Particulars	Amount Rs. P.
(25th May 2000) Inv. No. 70	To 10 Mats 'Shivaji Brand Jari' at Rs. 290/- Wh. shd. be Rs. 295/-	50 00
	Total	50 00
	(Rupees fifty only)	
	for <u>Kumar & Sons</u> , /caps	

DEBIT NOTE

Telephone : 2426650
Telegrams : "PARI"

P. B. No. 68.,
35 N.S. Bose Rd.,
Chennai - 600 001.

No-115/2000

1st June 2000.

M/s. Hari & Co.,
55, Kothamam Koil St.,
Kochinagarai.

Dr. to PARI AND COMPANY

Details of Invoice	Particulars	Amount
		Rs.-p.
Invoice No. 70 28th Mar. 2000.	To 6 series of Garden sarees @ Rs. 300/- each Wh. Shd. be Rs. 250/-	300 00 300 00 ✓
Inv. No. 75 30th Mar. 2000 15	To 10 series of cotton sarees @ Rs. 200/- each Wh. Shd. be Rs. 200/-	100 00
	Total	400 00
	(Rupees four hundred only)	

For PARI AND Co.,

Proprietor

DEBIT NOTE

Telephone: 3232323
 Telegrams: "SANKAR"

P. B. No. 305,
 25, Clive St.,
 Bombay 400 002.

No. 250/15

2nd April 2000.

M/s. Raju & Co.,
 312, Silver St.,
 Calcutta - 700 001.

Dr. to SANKAR AND COMPANY

Details of Invoice	Particulars	Amount
		Rs. P.
Inv. No. 100 5th Mar. 2000	To 20 pens charged @ Rs 10/- each wh. shd. be Rs. 15/- each	100 00
Inv. No. 101 8th Mar. 2000	To 30 Ribbon rolls (Black) small boxes at Rs 55/- each wh. shd. be Rs. 60/-	150 00
	Total	250 00
	(Rupees ----- ----- in words)	
	for SANKAR AND CO.,	

Accountant

DEBIT NOTE

Telephone: 22451550
 Telegrams: "oriental"

P. B. No. 730,
 85, Big St.,
 Triplicane,
 Chennai - 600 005.

No. 90/2001.

18th Mar. 2001.

M/s. Balu & Co.,
 10, Vellalar St.,
 Kumbakonam 612001.

Dr. to Oriental Traders // capx.

Details of Invoice	Particulars	Amount Rs. P.
Invoice No. 115 5 th Feb. 2001.	To 10 nos. of children cycles at Rs. 300/- Wh. shd. be Rs. 350/-	500 00.
Invoice No. 117 7 th Feb. 2001.	To 10 nos. of cycle tubes @ Rs. 250/- Wh. shd. be Rs 275/-	250 00
	Total	750 00
(Rupees seven thousand and fifty only)		

for ORIENTAL TRADERS,

Partner.

Type the following DEBIT NOTE and rule up:-

DEBIT NOTE

Telephone: 345805
Telegrams: "BHIM"

Post Box no. 871, LØ
160 Kanur Rd.,
Narmakical - 636301.

No. 20/99

7th Mar. 1999.

M/s. Rajan Carriers,
29 Station Rd.,
Salem 636 001.

Dr. TO BHIM BODIES

Details of Invoice	Particulars	Amount
		Rs. P.
Inv. No. 30 20th Feb. 2000	To second coat painting done to lorry, omitted	3,900 00
Inv. No. 38 25th Feb. 2000	To Cost of luggage rack fitted to luxury coach, omitted	1,100 00
	Total	5,000 00
	(Rupees five thousand only)	

for BHIM BODIES,

Accountant

2. (iv) ACCOUNT SALES-MODEL

Telephone: 82067
Telegrams: 'Madan'

Post Box No. 519.
209 Anna Saiai,
Madras 600 002.

//
12 th February 1991.

///

ACCOUNT SALES

//

Account Sales of 50 eater Filters sold on account and at the risk of Messrs.
Rub y and Company Limited, Mayiladuthurai.

//

Number	Particulars	Amount	
		Rs. P.	Rs. P.
315	50 Water Filters at Rs.80/- each		4,000 00
	LESS Charges		
	Transport	100 00	
	Insurance	300 00	
	Commission at 5%	200 00	
		-----	600 00
	Balance as per Draft enclosed		3,400 00
	(Rupees three thousand and four hundred only)		-----

//

E. & O. E.

for MKADAN MOHAN TRADERS,

////

Manager.

Telephone : 22571050
 Telegrams : "Easan"

Post Box No. 674,
 50 Second Line,
 Chennai - 600 042.

1st July 2004.

ACCOUNT SALES

A/c Sales of 1 No. of Power and Distribution Transformer at ~~Rs 20000~~ / risk of the Manager, Ramu Electric Company, Mannargudi.

Number	particulars	Amount	
		Rs. P.	Rs. P.
500	one no. Power and Distribution Transformer at Rs. 15,000/- each		15,000 00
	LESS Charges		
	Storage	100 00	
	Cartage	200 00	
	Insurance	300 00	
	Commn. @ 5%	750 00	
			1,350 00
	(Bal. as per draft enclosed)		13,650 00
	(Rupees thirteen thousand and six hundred and fifty only)		

E. & O. E

For EASAN AND COMPANY,

Managing Director.

Telephone: 2658494
 Telegrams: "Engineers"

Post Box No. 6328,
 208, Lenin Nagar,
 Ambattur,
 Chennai.

20th May 2003

Account Sales Caps.

A/c Sales of Two Generating sets
 sold on a/c and @ / risk of M/s Sakthi
 and company, Nagpur.

Number	Particulars	← Amount	
		Rs. P	Rs. P
300.	2 Generating Sets at Rs 10,000/ each		20,000 00
	LESS Charges		
	Carriage	200 00	
	Storage	300 00	
	Insurance	500 00	
	Commn. @ 5%.	1,000 00	
			2,000 00
			18,000 00
	Bal. as per draft enclosed		
	(Rupees eighteen thousand only)		

E. & O. E

for Engineering Traders/
Caps

Sales Manager

Telephone: 2444062

Telegrams: 'Timber'

P.B. No. 35,

118-C Mount Rd.,
Chennai - 600 006.

ACCOUNT SALES

Account sales of 100 nos. Teak wood
Reapers sold ~~at~~ on account and at the ~~1st~~
req of M/S. Hari & Company, Pudukottai.

Number	Particulars	Amount	
		Rs. p.	Rs. p.
850	100 Nos. of Teak Wood Reapers at Rs. 50 each		5,000 00
	LESS Charges		
	Packing	80 00	
	Transport	220 00	
	Insurance	100 00	
	Commission @ 5%	250 00	
			650 00
			4,350 00
	Balance as per draft enclosed		
	(Rupees in words)		

E. & O. E.,

for MURUGIAN TIMBER DEPOT,

Working Partner

Telephone: 2668170
 Telegrams: "Ram"

30, Nelson Road,
 Chennai- 600 002.

15th Sep. 2004.

Account Sales caps.

A/c Sales of 15 Godrej washing Machine
 sold and at the risk of M/s. Fashion and co.,
 Bombay.

Number	Particulars	Amount	
		Rs. P.	Rs. P.
800	15 Godrej washing machine at Rs. 5000/- each.		75,000 00
	LESS charges.		
	Cartage	100 00	
	Storage	150 00	
	Commn. at 5%	3,750 00	
			4,000 00
			71,000
	Balance as per Draft enclosed. (Rupees seventy one thousand only)		

E. & O. E

for RAM AND Co.,

Sales Manager.

Telephone: 209450
Telegrams: "Ravi"

Post Box No. 2381
3 Syed St.,
Bombay 400 006

7th December 1999

ACCOUNT SALES

A/c Sales of 50 cycles sold on a/c
and at the risk of M/s. Rajesh & Co., Kanur.

Number	Particulars	Amount	
		Rs. P.	Rs. P.
60	50 cycles at Rs 1000/- each		50,000 00
	LESS charges		
	Storage	500 00	
	Insurance	300 00	
	Commission @ 5%.	250 00	
			10,500 00
			48,950 00
	Bal. as per Draft enclosed (Rupees forty eight thousand nine hundred and fifty only)		

E. & O. E

for RAVIKUMARAN & Sons,

Manager.

APPLICATION

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- 4. The 'To address'
- 5. salutation
- 6. Subject:
- 7. Reference
- 8. Body of the Application
- 9. Complementary Close
- 10. Enclosures if any
- 11. Place and
- 12. Date

(B) APPLICATION- MODEL

From

//

Regena Rani, B.Sc., (I.T) M.C.A.,
201. N.G.O.A. COLONY,
Sankarankoil,
Tirunelveli District. 627 756.

//

To

//

The Managing Director,
R.P.Software Pvt. Ltd.,
Bangalore.56

//

Sir,

//

Sub: Application for the Post of Manager - for your esteemed Concern.

//

Ref: Your Advertisement in Daily Journal dated 25th January 2009.

//

//

I came to know from the advertisement in the daily journal dated 20th March 2009 that there is a vacancy for the post of Manager in your esteemed concern. I beg to submit myself as a candidate for the same.

//

I am twenty two years old with a good physique. As for my qualification I like to state that I have passed the B.Sc., Information Technology and M.C.A., With 70% of marks. I have also passed the typewriting English and Tamil Senior Grade with first class. If I have a chance to work under your esteemed concern I assure that I will discharge my duties to the entire satisfaction of the superiors.

I am also enclosing herewith my Bio-Data for your kind perusal and favourable orders.

//

Thanking you,

Sankarankoil,
30th January 2009

Yours faithfully,

////

(REGENA RANI)

Type the following Application in a Proper form! -

From

K. Kanimozhi,
18, APPAR Street,
Madurantakam.

To

The Principal,
New college,
CAP MADRAS - 14.

Sir,

I have passed the Hr. Sec. Exam with distinction. I wish to study B.Sc., Degree course in your college. I request (to send) you me the appl. form and Prospects for the B.Sc., Degree course. I have also enclosed a postal order for Rs. 100 and a stamped self-addressed envelope.

Thanking you,

yours faithfully,

MADURANTAKAM

(K. ———)

4.12.2009.

type the following Application in a proper form:

From

J. Trinita, M.B.B.S., D.C. Psycho.,
Amos Cottage,
2, 3rd St., Venkatraman Nagar →
Vellore - 632006

To

The Medical Superintendent,
Christian Medical College & Hospital,
Vellore - 632001

Sir,

Subj: Application for the Post of Doctor -
Reg. &

Ref: Your Advertisement in the Notice
Board - & Daily paper dated
26-06-2003 11.09.2003 & 6

W.r.t / above cited, I come to know that (is there) a vacancy for / post of Medical Asst. in Ur. esteemed Hospital and I submit my appln. for the same.

I am an old student of C.M.C., and finished my P.G. (Specialised in Child Psychology) at London.

Herewith, I am enclosing my Bio-Data for your kind consideration and expecting favourable orders.

Thanking you, Yrs. f/y

Vellore - 6

~~11-09-2003~~

(J. TRINITA)

Type the following Application in the proper form:-

From :-

R. Yamini, B.Com
23, Gandhi St,
Vellore - 18

To :-

The Manager,
Kannan & Comp.,
Medicine Stockist and Agents,
Chennai - 23

Sir,

I wish to apply for / post of Regional Sales Manager f. wh. you ha. advertised in "The Hindu" dated 5th March 2004.

I ha. passed / B.Sc Exam. of / Madras B.Com,

taking Commerce as my main sub. in 2003

I ha. worked as a senior sales Supervisor in M/s. Raghavan & Co, Trichy leading Marketing & Distribution agents for a period of 4 yrs. As they ha. shifted their business to Mumbai, I could not continue in their service. // I may assure you th. with / know-ledge I ha. so far ~~acquired~~ I shall be able to discharge my duties to gr. satisfaction

in commercial marketing

Vellore
5th March 2004.

Yours faithfully,