



# STUDY BUSINESS ENGLISH

<b>Topic:</b>	<b>THE COMPANY</b>
<b>Focus:</b>	<b>Products &amp; Services</b>
<b>Level:</b>	<b>Beginner - Advanced</b>

## Task

### Business Documents

Look at the following words:

<i>inquiry</i>	<i>quotation</i>
<i>invoice</i>	<i>reminder</i>
<i>order</i>	<i>receipt</i>
<i>payment</i>	<i>shipping confirmation</i>

Make sure you understand each of the words. Match each word with one of the following:

<i>Customer</i>	<i>Supplier</i>
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Now put the words into a typical sequence.