

Documents of home trade

Enquiry

A document sent by buyer to seller

A document sent to ask for information

It inquires about the prices and discounts

It also informs about the buyer's demand

Quotation

A document sent by the seller to potential buyer

Seller gives details about the products

Quotation also mentions about the discounts, if offered

Catalogue

A document sent by seller to the buyer

Catalogue mentions the prices

Catalogue also contains pictures with attract the potential buyer to buy the products

Price list

This is a document sent by the seller to the person wanting to buy the products

It contain prices of the products offered by the company

Order

A document sent by the buyer to the seller

It mentions the type and quantity of product required

It also mentions the expected delivery date

Invoice

Document sent by the seller to the buyer

It mentions the details of the transaction or the deal

It states:

Quantity

Price

Discount

Advice note

A document sent by the seller to the buyer

This document informs the buyer that the goods have been sent

Delivery note

A document sent by the seller to the buyer

This document is sent with the goods

If this document is signed it signifies that the goods have been received

Credit note

A document sent by the seller to the buyer

It is sent to correct an error in the invoice

The error may have happened due to:

Goods returned

Discounts given

Wrong goods sent

Statement of account

A document sent by seller to buyer

This document is normally sent to buyer who buy now and pay later(credit buyers)

This document also asks the buyer to pay the outstanding amount

Receipt

A document issued by the seller to the buyer

This document is a proof that payment has been received by the seller

This is usually issued when the buyer pays for the goods in cash

Terms of payment

Cash Discount

Trade Discount

Mark-up

Cash discount

A discount given when the buyer does not avail the credit facility and pays the amount before the due date

Trade discount

A discount given by the manufacturer to encourage the buyer to buy more
It is a discount on the list price

Mark-up

Difference between the cost of the good and the selling price of the good

