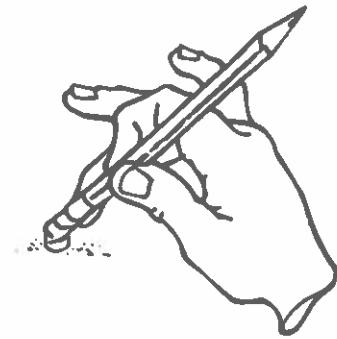


# Working with Common Job Skills

## COPYING

Many employees have to copy numbers and words without making mistakes. Information is either copied by hand or typed. Practice this skill by hand copying the invoice addresses onto the shipping log below. Use your school name and address for the shipper information.



## SHIPPING LOG

From: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date \_\_\_\_\_

Name	Address	State	Zip	Item #

### INVOICE # 6973

Ship and Bill to:  
 Alfonso Day  
 113 Stone St. Apt. 111  
 Boise, ID 83714

Qty	Item #	Item Name	Price	Total
2	TY397	Red Candles	19.95	39.90
4	YH332	Umbrella	7.95	31.80
Subtotal				71.70
Shipping				7.17
Total				\$78.87

### INVOICE # 6974

Ship and Bill to:  
 Joy Crantz  
 47 Dorene Ct.  
 Madison, WI 53706

Qty	Item #	Item Name	Price	Total
5	PB901	Oak Frames	14.95	74.75
2	PL887	Frame Stands	10.50	21.00
Subtotal				95.75
Shipping				9.58
Total				\$105.33

### INVOICE # 6976

Ship and Bill to:  
 Bill Brown  
 12 Oakdale Park  
 Rochester, NY 14622

Qty	Item #	Item Name	Price	Total
1	SD440	Book Case	67.45	67.45
Subtotal				67.45
Shipping				6.75
Total				\$74.20