

Graphic Organizer Section 16.1

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SALES TRANSACTIONS

Graphic Organizer

Directions: Draw this chart to list six types of retail sales transactions.

Types of Retail Sales Transactions

- | | | |
|------------------|----|----|
| 1. Cash or Check | 2. | 3. |
| 4. | 5. | 6. |

Guide Organizer Section 16.2

CASH REGISTERS

Guide Organizer

Directions: Draw this chart to list three methods of entering information into an electronic cash register and three safeguards against theft.

Electronic Cash Registers	
Methods of Entering Information	3.
1.	2.
Safeguards Against Theft/Counterfeiting	3.
1.	2.

Student

Date

Class

Teacher

Graphic Organizer
Section 16.3

PURCHASE ORDERS, INVOICES, AND SHIPPING

Graphic Organizer

Directions: Draw this chart to list the six types of information needed to complete a purchase order or invoice.

Information Needed

Purchase Order	Invoice
1. Item Number	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.