

Chapter 16 Using Math in Sales

Section 16.3 Purchasing, Invoicing, and Shipping

Section Outline with Content and Academic Vocabulary

Section Outline

Purchase Orders

Invoices

Dating Terms

Shipping

Parcel Post

Cash on Delivery (COD)

Delivery Arrangements

Content Vocabulary

purchase order (PO) A legal contract between a buyer and seller that lists the quantity, price, and description of the products ordered, along with the terms of payment and delivery. (p. 381)

invoice Itemized list of goods that includes prices, terms of sale, total, taxes and fees, and amount due. (p. 382)

terms for delivery The final delivery arrangement made between the buyer and seller. (p. 382)

free-on-board (FOB) A delivery arrangement that means the price for goods includes delivery at the sellers' expense to a specified point and no farther. (p. 382)

Academic Vocabulary

overseas In a foreign country. (p. 382)

tradition A specific practice of long standing. (p. 382)