

Extend Your Knowledge 2-3: Examples of Source Documents



Statement of Account *Relevé de compte*

Account Compte	Page
99-99999	1

Canadian Imperial Bank of Commerce 123 MAIN STREET CITY, PROVINCE A1B 2C3 Account Type Type du compte CURRENT ACCOUNT

Statement Date Date du relevé FEB 27, 1998

ABC CORP. 123 MAIN STREET YOUR TOWN, PROVINCE A1B 2C3

DATE	DESCRIPTION DÉTAILS	DEBITS DÉBITS	CREDITS CRÉDITS	BALANCE SOLDE
L	·	L		

Cheques C ^{Date} October 1, 2	005		CIBC Date	Business Depo Bordereau de de comptes d'e	osit Slips épôt pour entreprise
	ount No. <i>Compt</i> 2 3 4 5		Transit No. <i>Transit</i>	Account No. Comp	ote n°
Account Name (please print) Intitulé du compte (en caractères d	l'imprimerie s.v.j	D.)	Account Name (please prin Intitulé du compte (en cara	nt) actères d'imprimerie s.	
Dispose-All Particulars Détails	Amount M	lontant	Wallet No. (if applicable)		
Owner Invmt	50,000	_			
			X 5	_	
			X 10	_	
			X 50	_	
			X100		
			Total CAD Cash Total des espèces CAD		
			Total Coin Total des pièces de monnaie		
			Total CAD \$ Cheques Total No Total des chèques Nbre tota en CAD 1	50,000	_
			Total VISA	_	
			Total Foreign Cash (do not include exchange) Total des espèces en devises (ne pas inclure le taux de change)		
			Total Foreign \$ Chq. (do not include exchange) Total No. Nbre total Nbre total Nbre total Nbre total not include en devises (ne pas inclure le taux de change)	à/	
			Subtotal Total partiel	50,000	_
			Bank Use Only Réservé à la banque Exchange Cours du change @		
Total CAD \$ Cheque Amount Montant total des chèques CAD	50,000	_	Total 🔶	50,000	<u> </u>

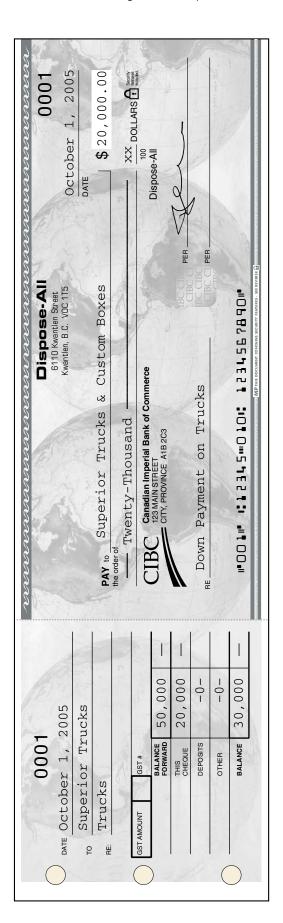
4

Superior Trucks & Custom Boxes

#4, Kwantlen Industrial Park Kwantlen, B.C.Telephone: (604) 345-67 Fax: (604) 345-67

DAY	MONTH	YEAR
01	10	2005

PURCHASER (PLEASE PRINT) Dispose-All																				
ADDRESS	CITY PROV									POSTAL CODE PHONE										
6110 Kwantlen Street	Kwantlen BC								VOC 1T5 345-6789					9						
	I/WE HEREBY OFFER TO PURCHASE FROM THE ABOVE DEALER THE FOLLOWING VEHIC FORTH, INCLUDING THE CONDITIONS ON THE BACK HEREOF.								IICLE ON THE TERMS AND CO				ONDITIO	NS HERE	IN SET					
	* *						MODEL NAME			ł	r			COLOUR						
	DEMO		SER	IAL No.					i			i					s	TOCK N	D.	
	USED IF DEMON								TANCE	MI				┥				CHASEF	ł'S	
				_	NO: IN/.	A YR:		I IR/	AVELLED) км							INII	IALS		
	WARRANTIES NEW: MANUFACTURERS WARRANTY USED: NO WARRANTY UNLESS STATED AS FOLLOWS:																			
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					•••••		_				•••=		SAL	E PR	ICE			210	,000	_
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	AS STATED	BELOV	V.										ADN	INIS	TRATIO	N FEE				
	REQUIRIN	I HEREBY STATE THAT THE VEHICLE I AM TRADING IN HAS NEVER SUSTAINED DAMAGE REQUIRING REPAIRS MORE THAN \$1000.00 AND THE ODOMETER READING AS STATED																		
	ABOVE INDICATES THE TOTAL DISTANCE ACTUALLY TRAVELLED BY THIS VEHICLE.																			
	CUSTOMER X									TRADE-IN ALLOWANCE										
										TOTAL TRADE-IN ALLOWANCE SUB TOTAL			210	000						
															LIEN or	TRAD	F-IN	210	,000	-
	ADDRESS								ESTIMA	TED AN	IOUNT				EDUE	110,01				
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	*																			
	7 J	7 JVB Trucks-to be altered									PAYABLE ON DELIVERY						<u> </u>			
	3 KZN Trucks-to be altered									REC	EIPT	No.								
	Cus	tom	biı	ns-s	pecia	l oi	rder						BAI	ANC	DEALE	R FIN4	ANCED	190	,000	<u> </u>
	Fin	anci	Ing	@ 4	s ove	er 4	yrs								DEREE			1.50	,000	
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		AC	KNC	OWLE	EDGEN	IENT	OF	co	NDIT	ONS	5		LIFE	INS	URANCE					
□ ACCEPTED X REFUSED	THE PURC REVERSE													ISTF	ATION F	EE				
SIGNED	REVERSE SIDE HEREOF AND AGREES THAT THE SAME ARE HEREBY INCORPORATE BY REFERENCE AND SHALL CONSTITUTE PART OF THIS AGREEMENT AS FULLY AS I PRINTED ON THE FACE OF THE AGREEMENT AND ABOVE THE PURCHASER							AS IF	TO											
DEALER ACCEPTANCE SIGNATURE. I HEREBY AGREE THAT NO VERBAL PROMISES OR CONDITIONS HA DEALER ACCEPTANCE BEEN MADE TO ME OTHER THAN WHAT IS WRITTEN ON THIS CONTRACT.							HAVE		LA	NCE										
DATE	PURCHASER'S X									D	ΑY		MOI	. IVERY DA NTH	÷	EAR				
NAME OF OFFICIAL	SIGNATUR	ER'S	(_	<	لمحك	لح	_		~	~	•				BOOM					
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SIGNATURE	PURCHAS		(_												BOOM	0107	ATURE			
TITLE					NOT BI								- SAL	ESPE	RSON'S	SIGN	ATURE			



Compu-Tronics

8602 Sunshine Boulevard Kwantlen, B.C. VOC 1X1

Invoice No. 153145

Date: 04/10/05

Sales Rep: SSP

Sold to: Dispose-All 6110 Kwantlen Street Kwantlen, B.C. V0C 1T5

Qty	ltem	SKU	Unit Price	Total
1	ACER 0100 Tablet PC	86321	3,000.00	3,000.00
1	Hansol Monitor	98222	310.00	310.00
2	Maxol PCs	61103	869.00	1738.00
1	Daphne Monitor	32167	250.00	250.00
1	Printer	12006	540.00	540.00
		Less: Discount		(583.00)

TYPE OF PAYMENT:	On account
	Payable in 30 days
	from date of sale

TOTAL: \$5,254.00

DISPOS "Waste Dispos 6110 Kwan Kwantlen, B. Phone: (604) Fax: (604)	al Made Easy" tlen Street C. VOC 1T5 345-6789	Ν	OICE 0001 . 11, 2005
Sold To: JenStar Manufacturing Job Site: #83 Industrial Park	Issued by:	Unit _	1 & 2
Contact: Ph 318-7654 Billing Information Address:	Method of Payment On Account #: 0001 Cash:	C Amex	
Type of Service Descrip	otion	Unit Price	Amount
ROLL-OFF BIN: 15 cu yd., 30 cu Delivery FULL SERVICE HAND-LOADING: Loading, Hauling Please make all cheques payable to DISPOSE-ALL and writt on the front of your cheque. Payment is due upon receipt of accounts past 30 days will be charged at the rate of 1.5% per	tal Other ng, Disposal e your invoice number f service. Outstanding	350.00	700.00
Thank You, we appreciate your busines Signature	S	Total Due	\$700.00

				1 KWZ PH	T ELECTRO 116 SKYVI ANTLEN, B. ONE: (604) AX: (604)	EW STH .C. VO) 866-	REET C 1B3 -6666			PAGE #:1	1
REFERENCE NO. NO. DE REFERENC 2865058	E	PRODUCT PRODUIT BRAND NAI MARQUE		RINTEI ASER	R (PRT)		ACCESSORIES II TONER	NCLUDED/ACCESSO	DIRES INCLUS		
CUSTOMER'S LAST NAME/NOT		LE DU CLIENT			FIRST NAME/PRENOM	AREA CODE CODE REGIONA	BILL TO TELEPH		E NO./NO. DU CENTRE DE	SERVICE	
DISPOSE-ALI	-				APT. NO./APP. NO.	AREA CODE	RES. TELEPH	IONE MODEL NO./NO.	DE MODELE		
6110 KWANTI	LEN S	STREET				code regiona (604)	L TELEPHONE 345-6789	RES.			
CITY/VILLE			PROV.		POSTAL CODE/POSTAL	AREA CODE/ CODE REGIONA	BUS. TELEPH		DE SERIE		
KWANTLEN, E	3.C.				V0C 1T5	(604)	345-6790	USJD0	02926		
SERVICE REPETE	FEI	EDS MULT	IPLE PA	GES							
WORK PERFORMED TRAVAIL EFFECTUE				— ———————————————————————————————————					2.001		
					CLEAN & SEI T RUN UNIT		SCANER AS	SY, FUSER	ASSY		
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DATE CALL REC'D DATE DE LA PLAINTE		TE PROMISED	DATE STAR SERVICE A COMM	VENCÉ LE	DATE COMPLETED SERVICE A FINI LE		R.T.	CHARGE TIME TEMPS FACTURE		IO./COMMANDE ECRITE PAR	R & NO.
26/OCT/05 QTY. IN-WARR.	/	/ Part numbe			26/OCT/05	PART DES	O Cription	0	NG CODE	AMOUNT	
QTE SOUS GAR.		No. DE LA PIÈ	CE	REF #		DESCRIPTION	I DE LA PIÈCE		CODE	MONTANT	
1	RF	5-2886-0	00		SEPARATIC	ON ARM	@ 25.00			25.0	0
RECEIPT OF GOODS/RE	EÇU DES	MARCHANDISES				eque [ACCOUNT	LABOUR ??? ???	TOTAL PARTS		_
		/SIGNATURE DU CLIEN							TOTAL PIECES	25.0	0
SPECIAL SHIPPING AN					ESTIMATE			IN SHOP EN RESERVE	SERVICE CALL APPEL DE SERVICE	0.0	0
INSTRUCTIONS SPECIA				6	ESTIMATION	\$		DE	TOTAL LABOUR TOTAL MAIN D'OEUVRE	90.0	0
CUSTOMER CHARGE							DIAGNOSTIC CHARGE CHARGE DIAGNOSTIQUE	DELIVERY UNFAISON	0.0	0	
TERMS/WARRANTY	-				v						
CONDITIONS/GARANTI	E				X CUSTOMER'S APPRO	IVAL/APPROUVE P	AR LE CLIENT				
LABOUR WARP	RANTY	7 – 60 Dž	AYS		v AI	LF 20					
PARTS WARRA	ANTY	- 30 DA	YS		X TECHNICIAI	N'S SIGNATURE &			TOTAL	115.0	0
					SIGNATURE	DU TECHNICIEN 8	« NU.				

REFERENCE NO. NO. DE REFERENCE SERVICE CENTRE-CENTRE DE SERVICE 2865058 BEST ELECTRONIC SERVICE 26/OCT/05 THANK YOU FOR YOUR BUSINESS. HAVE A NICE DAY!

PICK UP DATE-PRET LE

RECEIPT OF GOODS REÇU DES MARCHANDISES

DISPOSE-ALL

*AIRTIN

Daytime Minutes Weekend Minutes Evening Minutes Total

INVOICE DATE: 31-Oct-05 CLIENT SINCE: 01-Oct-05 PAGE 1 of 1 CLIENT No. 012345



MESUN	IMARY	INVOICE SUMMARY	
PHONE	AMOUNT	CURRENT CHARGES*	
mm:ss		Long Distance, Roaming and Other Call Charges Network and Licensing Charges	\$150.00 73.12 6.95
267:41	\$0.00	Total Current Charges	\$230.07
129:12	0.00	YOUR LAST BILL	
11:07	0.00	Amount of last bill Payment	\$–0– –0–
407.60	\$0.00	Total Previous Charges Brought Forward	<u> </u>
		Total Amount Due	\$230.07



INVOICE DATE: 31-Oct-05 CLIENT No. 012345

Telephone/PC Banking No. 12345

Please detach this portion and return with your payment.

Payable at most financial institutions or mail your payment with the remittance stub. Please make cheque payable to: TELSCO Mobility. Full payment due by 15-Nov-05: \$230.07

Full payment due if received after 15-Nov-05: \$234.67

Amount paid:

DISPOSE-ALL 6110 KWANTLEN STREET KWANTLEN, B.C. V0C 1T5

0200101234567800000030070000000009

100123-4561

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OF 1

CamFore Gas

CUSTOMER COPY

ACCOUNT NUMBER	STATEMENT DATE
01 777773 01 8	Oct. 31, 2003

PAGE 1

AMOUNT DUE	466.98

CURRENT CHARGES DUE DATE Nov. 05, 2005

AMOUNT PAID

DISPOSE-ALL
KWANTLEN STREET
KWANTLEN, B.C. VOC 1T5

				SERV	ICE ID	CYCLE	RATE	CODE	CHARG	E DATE
				98	765	11	A1 C	Commercial	OCT. 3	1, 2005
METER NUMBER	BILLING	PERIOD	#	READING	S/CODES	DIFF	CONVERSION	ENERGY USED	RATE	TOTAL
METER NOMBER	FROM	TO	DAYS	FROM	TO	(MCF)	FACTOR	(GJ)	(\$/GJ)	\$
T00001-11111	OCT. 1	OCT. 31	31	538A	543A	5	x 1.0208	7– 5.10		

	Consumption By Billing Cycle	PREVIOUS BALANCE PAYMENT THANK YOU BALANCE FORWARD		0.00 0.00 0.00
	60 -	CURRENT CHARGES		
		DELIVERY CHARGE - FIXED	100.00	
(CJ)	40 -	DELIVERY CHARGE - VARIABLE	50.00	
0		COST OF GAS	256.98	
		MUNICIPAL FRANCISE FEE/CHARGE	60.00	
	20 -	CURRENT BILLING	466.98	466.98
	0	AMOUNT DUE		466.98
	J J A S O N D J F M A M J	窗 MESSAGE CENTRE		

Planning to build a fence or remove tree roots? Be sure to contact B.C. One Call at 1-800-123-4555 before you dig. With 48 hours notice, this free service locates underground lines so that you can complete your projects safely. CarrFore Gas is proud to support this important safety service for customers.

CamFore Gas

Estimated GJ

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

INQUIRIES PLEASE REFER TO THIS ACCOUNT NUMBER

0555500301 000005550000005555 01 77777 3 01 & 00000555

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LOCATION 6110 KWANTLEN STREET, KWANTLEN, B.C. TOC 1T5

DISPOSE-ALL KWANTLEN STREET KWANTLEN, B.C. VOC 1T5

AMOUNT DUE	466.98
CURRENT CHARGES DUE DATE	Nov. 05, 2005
AMOUNT PAID	

CONNECTION CABLE SERVICE PREPARE TO BE CONNECTED

Customer Service Center	Repair Service	Internet Technical Support	Customer Name:	Dispose-All
(604) 123-4567	(604) 123-4568	(604) 123-4569	Account Number:	1234567
M-F 7:30am-9:00pm	24 hours/7 days	24 hours/7 days	Service Address:	6110 Kwantlen Street
Sat & Sun 8am-6pm			Service Period:	01-Oct-05 to 31-Oct-05

Visit us at online

	Your Commercial Services		
Call us today to bundle Connection Cable services and save!	Previous Balance Payment Received - Thank You Outstanding Balance	0.00 0.00	0.00
	Commercial Bundle Connection Cable Service High Speed Internet Bundle		250.00
Enjoy the best in entertainment and value with our Total Home Bundle. Inquire today.	Please Pay Amount Due by 15-Nov-05 Thankyou for keeping your account current and choosing Connection Cable Service as your entertainment provider.		\$250.00
Visit us online to receive, view and pay your bill online.			

Please complete and return this portion with your payment or refer to the back of the invoice for other payment options.

Account Number 1234567 Amount Due **\$250.00** By 15-Nov-05 Amount Enclosed

Invoice Date: Oct. 31, 2005

Dispose-All 6110 KWANTLEN STREET KWANTLEN, B.C. VOC 1T5 CONNECTION CABLE SERVICE PO BOX 1234 STN MAIN KWANTLEN, B.C. VOC 1T2

987654321 000001234 5

1:00314**.**...6001

ROVER WIRELESS

Your Rover bill

DISPOSE-AL	L.
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Total amount due	\$418.29	
Due date	Nov. 10, 2005	
Summary of your charges		
Balance from your last bill	\$0.00	
Wireless services	418.29	
Total	418.29	
		-

Invoice date October 31, 2005

Your account number 1-2345-6789

Your invoice number 12345

Any payments we received and processed after Nov. 20, 2005 will show on your next bill.

Questions?

Visit us online.

How to pay your Rover Bill:

There are several convenient ways to pay your Rover bill. You can pay: – online

 automatically by pre-authorized bank or credit card payment

- by cheque and mailing to: Rover

PO Box 1234 Don Mills, ON M3C 3Q1

– at most banks

- at your local Rover stores

ROVER

Return this stub with your payment

Please make the cheque payable to Rover Wireless and write your account number on the front of the cheque. Allow 5 business days for your payment to reach us by mail and be processed. Please do not mail cash. Thank you.
 Your account number:
 1-9876-5432

 Total amount due:
 \$418.29

 Due date:
 Nov. 12, 2005

Amount of your payment



Rover PO Box 1234 Don Mills, ON M3C 3Q1 Dispose-All 6110 Kwantlen Street Kwantlen, B.C. VOC 1T5

1:98700···0001:



Your utilities bill

Statement Date October 31, 2005

DISPOSE-ALL

For service at 6110 Kwantlen Street Kwantlen, B.C. Your account number 87654

Here's what you owe

Total payment now due	218.96	
Electric energy	218.96	
New charges		218.96
Payments we processed Thank you	0.00	
Amount of your last bill	\$0.00	

Payment due after Nov. 16, 2005 \$223.34

HIGHLIGHTS OF THIS BILLING

 Number of days in the period: 31 Average temperature: ? Average precipitation: 0 mm Total electric energy you used: 368.96 kWh Your average daily electric energy cost: \$7.06

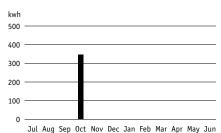


Account enquiries? Call (604) 123-7666 Fax (604) 123-7667

Monday to Friday 7 am - 10 pm Saturday 8 am - 8 pm Sunday & Stat. Holidays 9 am - 6 pm



YOUR ELECTRIC ENERGY USE AT A GLANCE



Tear off here

0000000678990000099990000001111000000023456789

Payment return slip

Please complete and return this slip with your payment. Make your cheque or money order payable to MOUNTAIN UTILITIES. For other payment options, please turn over.

Your account number 87564

Total payment due \$218.96 Payment due after Nov. 16, 2005 \$223.34

DISPOSE-ALL 6110 KWANTLEN STREET KWANTLEN, B.C. VOC 1T5

Mountain Utilities

Payment enclosed

\$

MOUNTAIN UTILITIES PO BOX 987 KWANTLEN, B.C. VOC 2T2