

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**OCR LEVEL 1 AWARD IN BOOKKEEPING SKILLS
(MANUAL) - 05524**

**OCR LEVEL 1 EXTENDED AWARD IN BOOKKEEPING
SKILLS - 05526**

**UNIT M1: PREPARING AND PROCESSING
BOOKKEEPING DOCUMENTS**

**SAMPLE ASSESSMENT
ANSWER BOOKLET**

Candidate name:

Centre number:

Centre name:

Notes for candidates:

- 1 This answer booklet must ONLY be used for the qualification unit listed above. If you have been given an incorrect answer booklet, please inform your Invigilator immediately.
- 2 After you have completed the tasks, please ensure that this answer booklet is attached to your completed Submission Cover Sheet.

INVOICE

**Beads Galore
Turnpike Lane
CROYDON
CR10 9XZ**

VAT Registration No 161 3672 75

Telephone 020 877219

Customer	Invoice No: Date: Customer Order No:
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Qty	Product Code	Description	Unit Price £	Total £
Terms of trading			Sub-total	
Net 30 days			VAT @	
			Invoice total	

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CREDIT NOTE

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Supplier	Purchase Order Number	Invoice Number	Reason invoice cannot be processed

Supplier	Purchase Order Number	Credit Note Number	Reason credit note cannot be processed