

7. (a) Identify THREE functions of the Marketing Office. (3 marks)
- (b) State THREE reasons why a clerk in the Sales and Marketing Department should maintain a mailing list. (3 marks)
- (c) (i) Explain the difference between a 'trade discount' and a 'cash discount'. (2 marks)
- (ii) Mr Charles Brown has sent the Sales Department at Pristine Attire an order for 25 shirts. The price list shows a unit price of \$50.00. Customers who order at least 20 shirts receive a 20% trade discount. In addition, sales are subject to a 5% cash discount with a further 15% special discount allowed to customers who settle their accounts within 14 days. Mr Brown has no prior credits or debits in hand.
- Calculate the amount Mr Brown will pay if he takes advantage of all the discounts.  
Show all working. (7 marks)
- Total 15 marks**
8. (a) Outline THREE functions of the Factory, Despatch and Transport Office. (3 marks)
- (b) Identify THREE duties, other than routine office duties, of a clerk in the Transport Office. (3 marks)
- (c) (i) You are Patricia Peterson, a clerk employed by Gummy Corporation, Bridge Street, Castries, St Lucia. The office telephone number is 758-453-7869.
- Your supervisor has asked you to inform Petal Smith of Mary Ann Street, Hanover, that her goods will be delivered by truck on 5 June 2012. The order (Order No. 0034B) which contains 500 bags of gummy bears @ \$5.00 per bag is to be received by Ms Sylma Charles.
- On the form provided as an insert, complete the advice note for the information above. (6 marks)
- (ii) As clerk in the Despatch and Transport department, you have been asked to assist in the design of a gate pass to grant permission for persons and vehicles to leave the compound. Suggest THREE items of information that should be included on the gate pass. (3 marks)
- Total 15 marks**

**END OF TEST**

**IF YOU FINISH BEFORE TIME IS CALLED, CHECK YOUR WORK ON THIS TEST.**

# Office Administration Past Papers

**Ying-Ying Zheng**



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