

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

S Ben Porath



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construction the break pressure tank consists of the following 1000l 3cr12 stainless steel tank basket strainer with flush valve butterfly valve for isolation diaphragm operated level control valve inlet outlet and overflow pipe work operation the diaphragm valve in the bpt opens and closes as system demand fluctuates

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break pressure tank is a structure that is located between a water reservoir and supply point with the aim of reducing the pressure in the system to zero atmospheric pressure conventional break pressure tank is constructed of concrete in

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if you need to reduce the pressure in a water network you can either use a break pressure tank or a pressure reducing valve the following video demonstrates how to model and analyse a water network with a break pressure tank this video can also be found in our training on demand site bulk water channel

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