

**Modified Enlarged 24 pt**

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

**Tuesday 23 May 2023 – Afternoon**

**Level 3 Cambridge Technical in Business**

**05834/05835/05836/05837/05878**

**Unit 2: Working in business**

**Insert for Questions 4(b) and 4(d)**

**Please write clearly in black ink.**

**Centre number**

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**Candidate number**

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**First name(s)** \_\_\_\_\_

**Last name** \_\_\_\_\_

**Date of birth**

D	D	M	M	Y	Y	Y	Y
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**Question 4(b)**

**You may use this box to draft your letter.**

**BETH'S BIKES**

**324 Parkside Avenue, Southampton SO29 9EP**

**Tel: 0777 9809201**

**Reply slip**

## Question 4(d)

### Beth's Bikes

324 Parkside Avenue, Southampton SO29 9EP

Tel: 0777 9809201

To

ABC Stationery  
11 Stationery Close  
Southampton  
SO9 9OL

**Purchase Order 2201**

Description	Quantity	Unit price	Total
A3 paper (1 ream = 500 sheets)	1	£7.50	£7.50
Colouring pencils (pack of 12 assorted)	100	£1.50	
Pencils (box of 12)		£1.50	
Erasers (box of 24)		£2.00	
		<b>Subtotal</b>	
		<b>VAT @20%</b>	
		<b>Total</b>	

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