

VIDYA BHAWAN BALIKA VIDYA PITH

CLASS- 5

DATE - 28. 12. 20

SUB- MATHS

S.T-PRAGYA

BASED ON N.C.E.R.T PATTERN

Read and try to understand about BILLS

PREPARING A BILL

On 12th Jan 2015, Ms Mallika, resident of A-2, Ekta Enclave, Santnagar purchased the following items from Gurmeet Stationary Store, Burari (Delhi).
Pens at ₹ 15.00 each, 6 notebooks at ₹ 24.50 each, 2 geometry boxes at ₹ 42.50 each, 5 drawing sheets at ₹ 6.00 each, 8 ball pen refills at ₹ 0.50 each, an 4 pencils at ₹ 3.00 each.

Prepare a bill for the above purchases.

Solution : The steps to prepare the bill are given below.

1. Write the name, the address and the phone number of the store as shown below.
2. Write the bill number.
3. Write the name and the address of the customer and the date on which the items were purchased.
4. Draw five columns, namely, S. No., Name of the item, Quantity, Rate and Amount
5. Enter the various items purchased, their quantities and rate per unit.
6. Calculate the amount of each item, and write it under the Amount column.
7. Calculate the total amount of items purchased, and write it against the total.
8. Sign for the store.

Bill No. 147
Name : Mrs. Mallika
Address : A-2, Sant Nagar, Burari (Dehi)

Gurmeet Stationary Store
Sant Nagar Burari (Delhi)

Phone No. : 0110-26732897
Date : 12.01.2015

S. No.	Name of the item	Qty.	Rate	Amount
1.	Pens	2	₹ 15.00 per pen	₹ 30.00
2.	Notebooks	6	₹ 24.50 per notebook	₹ 147.00
3.	Geometry boxes	2	₹ 42.50 per box	₹ 85.00
4.	Drawing boxes	5	₹ 6.00 per sheet	₹ 30.00
5.	Ball pen refills	8	₹ 0.50 per refill	₹ 4.00
6.	Pencils	4	₹ 3.00 per pencil	₹ 12.00
			Total	₹ 308.00

Signature : Manpreet
For Gurmeet Stationary Store

