

Correspondence (Manuscript form)

00-6019

**CAMEROON GENERAL CERTIFICATE OF EDUCATION BOARD**

**Probatoire Technique Examination**

**JUNE 2016**

**Date: Friday 27-05-2016**

Series/ Specialties	Marketing (ACC), Accounting and Management (CG), Taxation and Management Information Systems (FIG)
Subject Title	Correspondence (Manuscript form)
Subject Code No.	00-6019
Type of Exam	WRITTEN
Weighting (Coef.)	SEE INSIDE

*Duration: 11:15 - 12:15*

General Instructions

*You are reminded of the necessity for good English and orderly presentation of your material.*

*Where calculations are involved show your working, giving your answer at each stage.*

**Content: QUESTIONS**

Specific Instructions

Turn over

## MAILING

No documents are allowed except those given to you by the examiner.  
NB: Before starting, verify if this paper comprises pages 1 to 5.

You assist Mr HANS LEMO, General Manager of INTELEC COMPANY IN LIMBE P.O Box 18. This morning your boss handed to you an invoice n° 113 that he received from his supplier MICROSOFT COMPANY in BAFOUSSAM and the copy of your order in appendix 1.

### WORK REQUIRED: 20 marks

- 1- Using appendix 1 and instruction given by your boss in appendix 2, write a letter of complaint to the supplier.

### NB:

- The last letter was registered under N° 166
- Determine the subject matter
- Use the examination date
- The letter shall be hand-written

INTELEC COMPANY  
LIMBE

Your ref. SM/JD/1223  
Our ref JA/321  
Object: Order No 611

MICROSOFT COMPANY  
P.O Box 418  
BAFOUSSAM

Limbe,

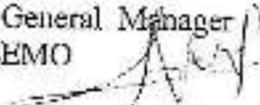
The 17 May 201.....

Can you please supply  
Us the goods below on the  
Following conditions:

- 30 hard drive ref. hd/18..... 12 000F/unit
- 50 monitors crt ref. mc/12..... 30 000F/unit
- 100 cd room ref. cr/53..... 6 000F/unit

Delivery: One week  
Transport: by car  
Payment: 15 days after Delivery by cheque  
Trade discount 10% for all purchase  
Superior to 1 000 000 F

We wish to have goods on expected day.

The General Manager  
H. LEMO 

**MICROSOFT COMPANY  
BAFOUSSAM**

Your ref. LH/MM/46

Our ref JM/DC/312

INVOICE N0 113

INTELEC COMPANY

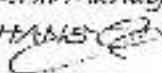
P.O Box 18

LIMBE

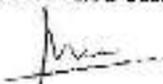
the 24/05/201.....

Ref	Description	Unit	Quantities	Unit Price	Amount
HD/18	Hard Drives	l	30	12 000	360.000
MC/I2	Monitors CRT	l	50	30 000	1.500.000
CR/53	CD ROMs	lbox	100	6000	600.000

Value of the order ..... 2.460.000

- Erroneous bill
  - The supplier did not grant the 10% of trade discount
  - Settle the erroneous bill and request for a credit note.
- The General Manager  
LEMO HANIS 

The Commercial Manager

  
J. MINA