

## 3. Invoicing – La facturation

<b>bill</b> (n / vb)	addition, facture / facturer	<b>fine</b>	amende
<b>invoice</b> (n / vb)	facture / facturer	<b>payable</b> (adj)	payable
<b>terms of payment</b>	modalités de paiement	<b>pending</b> (adj)	en attente
<b>letterhead</b>	en-tête, papier à en-tête	<b>void</b> (adj / vb)	nul, caduc
<b>creditor</b>	créancier	<b>outstanding</b> (adj)	en retard, impayé
<b>shipping and handling</b>	port et manutention	<b>within</b> (prep)	dans les (30 jours...)
<b>units</b>	unités		
<b>amount due</b>	somme due	<b>disregard</b> (vb)	ne pas tenir compte de
<b>fine print</b>	petits caractères	<b>charge</b> (vb)	facturer
<b>fee</b>	frais	<b>issue</b> (vb)	publier, éditer, faire (un chèque)
<b>reminder</b>	rappel		

## Exercice 9 Les mots à connaître : Invoicing

Complétez les phrases avec tous les mots de l'encadré en les conjuguant ou en les mettant au pluriel si nécessaire.

- If you use ink\* from another manufacturer, the warranty for your printer will be .....
- I forgot to pay the electricity ..... and received a ..... from the company.  
If I don't pay ..... 7 days, they will cut off\* my power!
- The reminder letter said to ..... it if I had already paid.
- Make sure you send all our official correspondence using our company .....
- When you ..... a cheque, don't forget to get the manager to sign it.
- The ..... should be easily visible in any invoice, but in this document, they are at the end, in the .....
- Please make your check ..... to ABC Ltd.
- We have a lot of ..... debts that we must pay in order to avoid\* problems with our main .....
- Do you ..... a ..... in the event of late payment?
- The ..... is \$525 including ..... using our preferred carrier.
- Payment is ....., we are just waiting for the bank to clear\* the check.
- There is a ..... for ordering below a certain number of .....
- Could you please give me your ..... number?

## \*Mots &amp; expressions

ink : encre cut off : couper avoid : éviter clear : accepter

## Exercice 10 Les familles de mots

Complétez chaque phrase avec le mot qui convient.

- We will send you the invoice for your ..... as soon as you return the form.  
(A) subscribe  
(B) subscribed  
(C) subscriber  
(D) subscription
- ..... a client is much more problematic than the opposite, as the store loses money.  
(A) Charging  
(B) Overcharging  
(C) Recharging  
(D) Undercharging
- The building ..... me of where I went to college.  
(A) remind  
(B) reminded  
(C) reminder  
(D) reminiscent

- 4 The ..... of the check must have sufficient funds to cover its amount.
- (A) issue  
(B) issues  
(C) issuer  
(D) issuing
- 5 Please contact the ..... service if you have any questions regarding your payment.
- (A) bill  
(B) invoice  
(C) invoicing  
(D) billed
- 6 Your ..... was not properly packaged.
- (A) ships  
(B) shipping  
(C) shipment  
(D) shipped
- 7 Could you please phone us today ..... your order?
- (A) regard  
(B) regarding  
(C) disregard  
(D) regardless
- 8 It is to your ..... that you wish to continue your education.
- (A) credit  
(B) credits  
(C) creditor  
(D) credited
- 9 There is one ..... that is malfunctioning.
- (A) unitary  
(B) unity  
(C) unite  
(D) unit
- 10 ..... on the amount due, you will have to pay either in cash or by credit card.
- (A) Append  
(B) Dependent  
(C) Pending  
(D) Depending

### Exercice 11 Les mots qui ont plusieurs sens

Trouvez un mot dans l'encadré **Invoicing** p. 52 qui correspond à tous les sens de chaque ligne.

- 1 a problem / supply (vb) / a copy of a magazine : .....
- 2 late, unpaid / excellent : .....
- 3 ask for payment / replenish a battery / officially accuse someone of a crime : .....
- 4 canceled or expired / lacking / empty : .....
- 5 a financial penalty / good (weather) / small : .....

### Exercice 12 Les synonymes

Trouvez les cinq paires de synonymes parmi les mots suivants.

bill	charge	overdue	fee	outstanding
invalid	disregard	invoice	void	ignore

- |                 |                 |
|-----------------|-----------------|
| • ..... = ..... | • ..... = ..... |
| • ..... = ..... | • ..... = ..... |
| • ..... = ..... |                 |