|  |  |  |  |
| --- | --- | --- | --- |
| № | Type of Document | Where Encountered/Used? | Function/Explanation |
| 1 | Grocery Receipt | Received at the store after purchase | Provides evidence of purchase, allows for returns or exchanges, helps with budgeting and expense tracking. |
| 2 | Work Email | Received in the email inbox | Serves as a means of communication for work-related matters, such as sharing information, assigning tasks, or providing updates. |
| 3 | Rental Agreement | Signed when renting a property | Establishes the terms and conditions of the rental, including rent amount, duration, and responsibilities of both the tenant and landlord. |
| 4 | Bank Statement | Accessed through online banking or received in the mail | Summarizes the financial transactions, balances, and charges in a bank account over a specific period. Helps with tracking expenses, managing finances, and reconciling accounts. |
| 5 | Identity Card/Driver's License | Carried in a wallet/purse | Serves as an official identification document, providing proof of identity and age. Required for various purposes, such as opening bank accounts, traveling, or verifying age-restricted activities. |