CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After finishing the research, the writer concludes that invoice letter is a means of communication beside telephone, telex, or email. Based on the theory, the invoice letter has its rule such as as name and address of the sender, date, name of the recipient, invoice number, order number, description and quality, size, quantity, unit price, amount, extention price, total price, discount, charge of packing, terms of payment, method of dispatch, and marks on the bale. However, invoice letter from Heaven Records are different from the theory. There are points which do not appear. The writer compares invoice between the invoice letter from the theory and from Heaven Records. After that, the writer concludes that writing invoice letter is depends on kinds of the company. In this case, the writer did the job training in Heaven Records which is run in entertainment field, so it will different from invoice letter in the theory.

4.2 Suggestion

After finishing this research, the writer has some suggestions for the students who will take the research about business letter. The student should know first about kinds of business letter then choose one of them to be more specific in writing the report. The student should take the data which have never been used before.