CHAPTER I

INTRODUCTION

1.1 Background to the Topic

Business letter is an important thing for communication to every company beside telephone, telex, or telegram. The advantage of using a letter is we can reach our client who are far away or live in other country. Although the best way to communicate and get information is face to face with our client, communicate with client by using letter is so much helpful. In this report, the writer is going to explain about invoice letter which is one of kinds of business letter. Invoice letter is a letter from seller to buyer, the seller uses the invoice letter to make sure that there is no mistake or misunderstanding between them about the product and the price.

In describing invoice letter, the writer uses the theory about the letter from 'English Business Correspondence' by Suryanto and Hetty Rachdiana S. In the book, Suryanto & Rachdiana stated that :

> *Invoice umumnya dikirimkan penjual (seller) kepada pembeli (buyer) dengan tujuan untuk memberikan informasi : jumlah banyaknya uang yang harus dibayar oleh pembeli, jumlah banyaknya jenis barang yang diterima pembeli, sumber pencatatan dalam buku pembelian sehari-hari. (2007:128)*

The seller should send an invoice letter to the buyer in order to avoid the mistake. Therefore invoice letter has to contain information that buyer needs. Invoice letters are always followed by invoice form. In the form, there are points which can not be removed in writing invoice letter such 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.

In writing an Invoice Letter, there are contains that could not be removed. We have to stick with the rule. The different information makes differences between Invoice letter itself such as the style of the letter or the design of the letter. In this report the writer will try to compare the difference of the Invoice Letter made by Heaven Records Company and the theory that the writer has been taught. Therefore, the title of this report is ‘The Comparison of Invoice Letter in Entertainment Field’.

1.2 Scope

This report compares the difference between invoice letters. The data are taken from the job training which was done by the writer.

1.3 Objectives

The purposes of writing this topic are :

1. To explain about Invoice letter
2. To compare the difference between Invoice letter

1.4 Significant to Knowledge

This report is going to explain about Invoice Letter. The writer hopes that this paper will be useful for the readers to expand their knowledge about the differences between Invoice Letter. The writer also expects that this paper will be a good reference for students who learn about Commercial English subject.

1.5 The Framework of the Theory

Writing business letter or formal letter is different from informal letter. Business letter uses a formal word and for some reader perhaps it is not attractive enough to read. Then it must be good if we know how to make the business letter informative and make the reader want to read more about our letter. As Ferd Nauheim stated that :

> You, at very at least, want to plant a thought or convey an impression. You won't accomplish your purpose if you fail to make the reader read and think.(1998:19)

In this report, the writer will focus on Invoice Letter. Invoice Letter is a kind of business letter which gives an information between seller and buyer. Invoice Letter generally has points that we should put on the letter such as; Name and address of customer, date, order number, description of the goods, price, quantity, total, method of payment. In reality, Invoice Letter could be different from the theory above. Therefore, the writer will try to compare the differences of the Invoice letter that the writer got from Heaven Records and Invoice Letter from the theory in *English Business Correspondence* by Suryato and Hetty Rachdiana S.

1.6 Method

The method used in this paper is descriptive comparative method. The writer will make a description about invoice letter, then compare the difference between invoice letter that the writer got from Heaven Records.

1.7 Place and time

This job training was held in Heaven Records at 119A Dr.Setiabudhi street, Bandung, West Java. It was conducted from July 16, 2012 to August 16, 2012.