CHAPTER III

THE DESCRIPTION OF THE TOPIC

This chapter contains the explanation about business letter in general. Since the writer only focuses on invoice letter, this chapter is going to explain about the comparison between invoice letters.

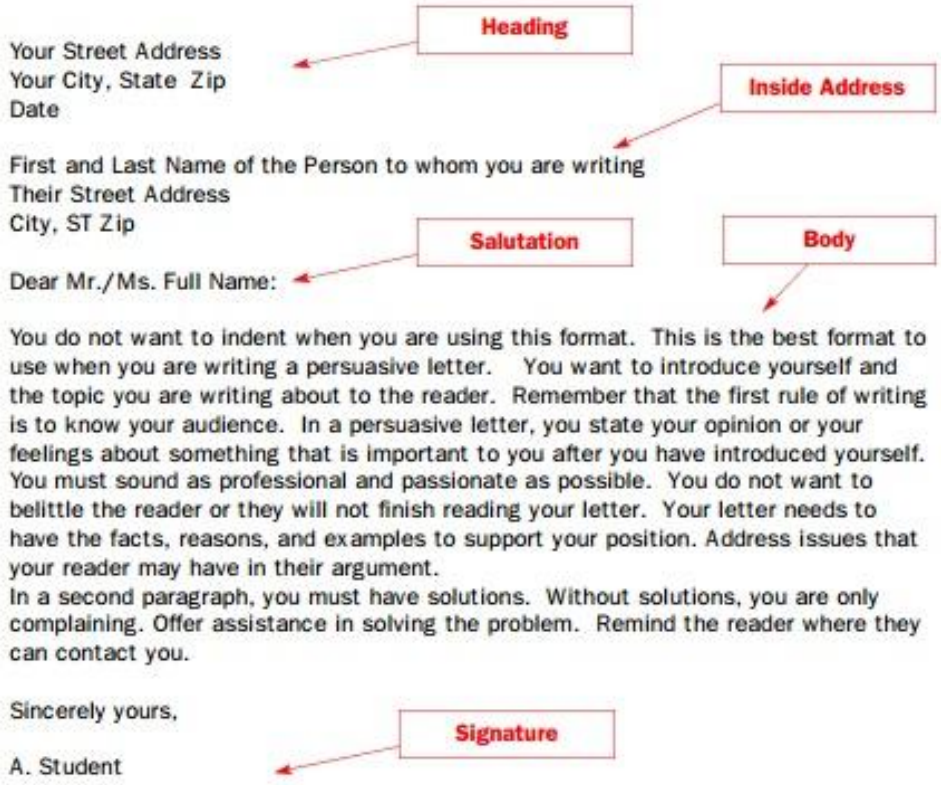
3.1 The Comparison of Invoice Letter in Entertainment Field

In business, letter is an important thing for communication beside telephone or email. Letter could be a prove if our partner does something that is out off the deal.

The specification of this writing is about Invoice letter. An invoice letter is a simple cover letter that goes with a formal invoice to a company that owes the bill. The letter might to help clarify debt or give firm demands for payment, especially in the case of deadbeat client. An invoice letter can also be used by the recipient of goods and services to explain why an invoice has not yet been paid.

To avoid the misunderstanding between seller and buyer, the company should write an invoice letter. It will help the seller to remind the buyer and also to give the information about the rule of payment. There are some important rules in writing an invoice letter. After writing an invoice letter, we should make an invoice form as an enclosure. Invoice form contains information which the customer requires. For invoice letter, it is like other business letter which consists of head letter, date, name and address of client, salutation, body, signature. Below is the sample of business letter :

Business Letter Format



SCHOLASTIC
http://www.scholastic.com

Here is the sample of Invoice Letter based on the theory above :

INVOICE LETTER

Nokia Company

231 21st street New York

Phone: 78122211 email: nokiacompany@yahoo.com

9th July 2012

Sunrise.Inc

123-124 Sarijadi street Bandung

West Java Indonesia

Dear sir/madam

Thank you for your letter 7th July and really appreciate of your interest to our products. We also have received the introduction letter from your bank and your company's letter.

We are please to inform you the items that you ordered will shipped on August 2012. for detail information, please check on invoice form which is attached to this letter.

We hope that you will satisfy and allow us to carry out your order again in the future.

Yours faithfully

For Nokia Company

Jane Smith

Brand manager

Enc: Invoice form

Invoice letter is always followed by invoice form. In *English Commercial Practice And Correspondence*, C E Eckersley and W Kaufmann stated that every Invoice ought to contain the following details :

(1) name and address of the customer ;

(2) date ;

(3) order number ;

(4) description of good or quality ;

(5) piece number ;

(6) quantity ;

(7) price ;

(8) extension ;

(9) total ;

(10) method of dispatch ;

(11) terms;

(12) Value Added Tax on all their invoices ;

(13) VAT registration number and

(14) Tax Point

Below is the sample of Invoice form based on the theory of *English Commercial Practice and Correspondence* :

INVOICE

1)Messrs. R. L. Street & Co. Ltd., No. 86460

156, North Street,

Chester, CH2 IGS

Bought of 2) 13th December 1990

Weavewell Woolen Co. Ltd.

Victoria Street,

London, EC4X ISH

13) VAT Registration No. 912 3456 78

3) Your Order No. 1025 14) Tax Point : 13th December 1990

4) Quality	5) Piece	6) Length	7) Price	8) Extension
9009	96234	20 yds.	1.91	38.20
7524	94948	20 yds.	1.75	35.00
8347	99642	20 yds.	1.89	37.80
2428	87394	20 yds.	1.84	36.80
				147.80
12) VAT @ 10% on discounted price *				9) 14.41
(Tax strictly NET)				162.21

10) By Passenger Train 11) Terms : 30 days/ 2,5 %

Carriage paid.

E. & O. E.

From the theory there are fourteen points in Invoice form, however there are also points that we can remove if it is not important enough. From this case, the writer found that even invoice letter has its own rules. The Invoice form can be written differently from each other.

Things that make invoice be written differently from each other is about contain and information in the letter. In this report, the writer will compare the difference between invoice forms. The data were taken from the place the writer did the job training. Before comparing the invoice, the writer will give an explanation for the fourteen points, as follows :

No	Points	Explanation
1	Name and address of the customer	Name and address the recipient, buyer, or customer.
2	Date	It is the date of the letter made.
3	Order number	The number of order will help the seller to recognize that order by seeing the order number. It also shows how many orders that the seller have.
4	Description of the goods or quality	Describe the goods by listing the color, size, series, or the quality of the goods.
5	Piece number	The number of every pieces of the goods.

6	Quantity	The quantity of the goods.
7	Price	It is show the real price from the seller before get the discount or tax.
8	Extension	
9	Total	Total of the bills that buyer or customer should pay after get the discount or tax.
10	Method of dispatch	The method that will be use to delivery the goods. It could be by air, land, or sea.
11	Terms	Terms of the payment. The customer should pay in time based on the deal.
12	VAT	Value added tax.
13	VAT registration number	The number of VAT registration.
14	Tax point	The exact date of supply.

Based on the explanation above, the writer will show the differences between the data. Here are the data of invoice:

Data 1 :

HEAVEN MUSIC GROUP
Jl. Setiabudi No.119A Bandung

Mar 22, 2012

Attention: Hary Adam

Mahana Live
Jl. Purnawarman No.70
Bandung, Jawa Barat
Indonesia

INVOICE

Final payment Performance fee (Secondhand Serenade) on April 27,2012, at Bandung Convention Center, Bandung, Indonesia	$9,868.13
Balance due (transfer fee)	$50

TOTAL NOW DUE: US $9,918.13
In IDR (rate BCA 9350) Rp. 92.734.532.97

Please remit via bank transfer to the account below no later than Friday Mar 23, 2012.

Acc Holder: Muhammad Panji Prayoga
Bank Central Asia
Jalan Asia Afrika No. 122-124
Bandung, Indonesia
Account Number: 0080585012

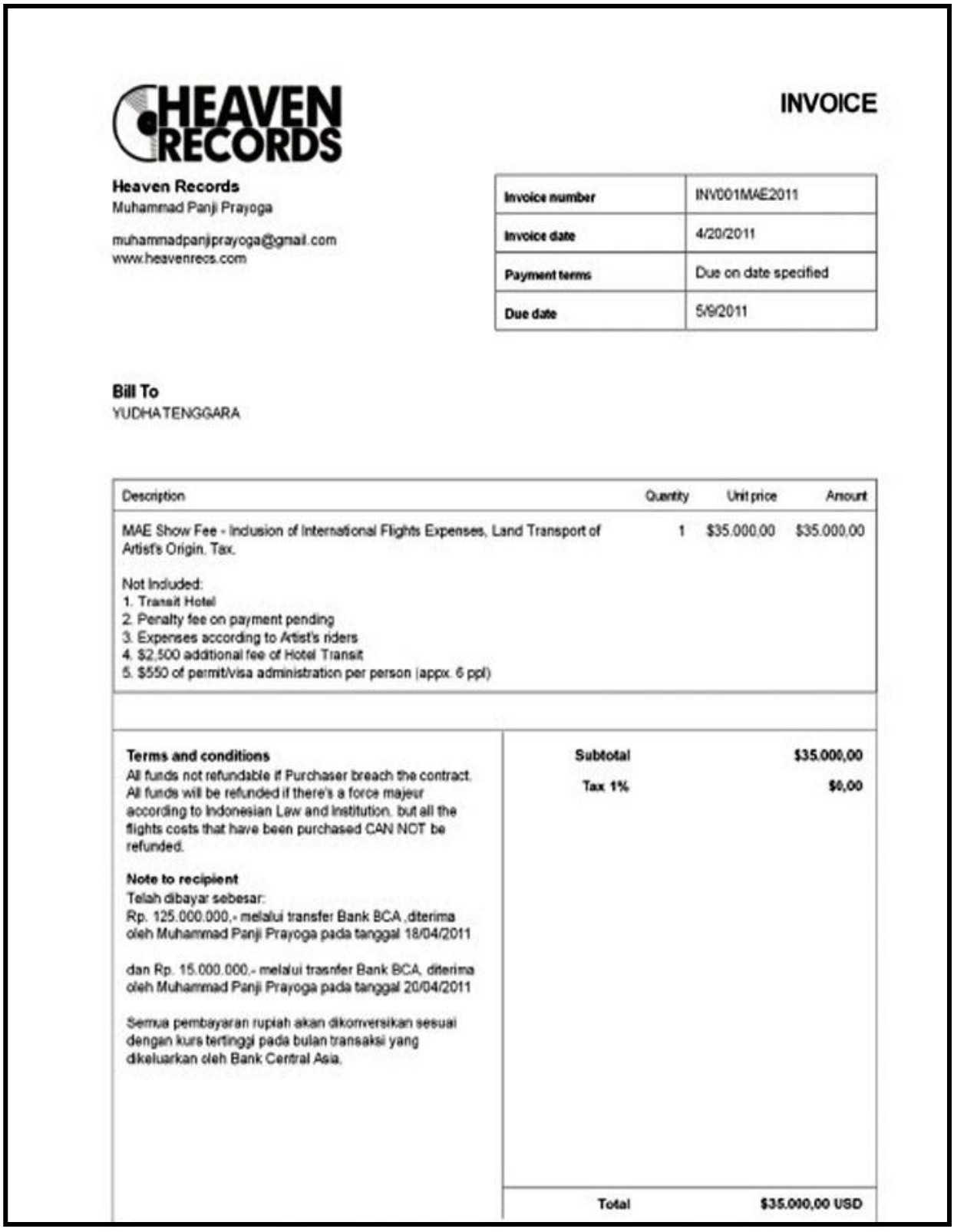
Thank you.

Prepared by

Muhammad Panji Prayoga
Director
Heaven Music Group
Jalan Setiabudi No.119a
Bandung, Indonesia
+62222038724

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Data 2 :



HEAVEN RECORDS

INVOICE

Heaven Records
Muhammad Panji Prayoga

muhammadpanjiprayoga@gmail.com
www.heavenrecs.com

Invoice number	INV001MAE2011
Invoice date	4/20/2011
Payment terms	Due on date specified
Due date	5/9/2011

Bill To
YUDHA TENGGARA

Description	Quantity	Unit price	Amount
MAE Show Fee - Inclusion of International Flights Expenses, Land Transport of Artist's Origin. Tax. Not Included: 1. Transit Hotel 2. Penalty fee on payment pending 3. Expenses according to Artist's riders 4. $2,500 additional fee of Hotel Transit 5. $550 of permit/visa administration per person (appx. 6 ppl)	1	$35.000,00	$35.000,00

Terms and conditions
All funds not refundable if Purchaser breach the contract. All funds will be refunded if there's a force majeur according to Indonesian Law and institution. but all the flights costs that have been purchased CAN NOT be refunded.

Note to recipient
Telah dibayar sebesar:
Rp. 125.000.000,- melalui transfer Bank BCA ,diterima oleh Muhammad Panji Prayoga pada tanggal 18/04/2011

dan Rp. 15.000.000,- melalui trasnfer Bank BCA, diterima oleh Muhammad Panji Prayoga pada tanggal 20/04/2011

Semua pembayaran rupiah akan dikonversikan sesuai dengan kurs tertinggi pada bulan transaksi yang dikeluarkan oleh Bank Central Asia.

Subtotal	**$35.000,00**
Tax 1%	**$0,00**
Total	**$35.000,00 USD**

Points	Data 1
1	Name and address of customer
2	Date
4	Description of the goods
7	Price
9	Total
10	Method of dispatch
11	Terms
12	Tax

Points	Data 2
1	Name of the customer
2	Date
3	Invoice Number
4	Description of the goods
6	Quantity
7	Price
9	Total
10	Method of dispatch
11	Terms
12	Tax

From Data 1 and Data 2, the writer sees the differences clearly. It is not only the points but also the style of writing the letter. Both of the data have different points because they have different information. The points that mostly appear are points number 1, 2, 4, 7, 9, 10, 11, and 12. However, there are still different points that are showed in each data.

Data 1 is not put invoice number, description of goods or quality, extension, VAT, VAT registration number, and exact date of supply. Since it is not about the order of goods, there are some points removed.

Data 2 is more complete than data 1. The writer concludes that data 2 is almost complete since it follows the rules from the theory. The points which are do not exist in data 2 only description of goods, piece number, extension, VAT registration. The difference between invoice data 1 and data 2 are not only about the points which exist or not, but the design of the letter also make them look different. The design of invoice also should be attractive and creative. As stated by Ferd Nuheim :

> Will my letter be read? Every writer off business letters faces this question.He faces an additional and more important question : Will my letter be read with full attention? (1998:19)

The statement above shows that we must be more creative in writing a business letter so that the more reader read it carefully the more we can avoid the misunderstanding.

Basically, both of the data have the same purpose since they come from the same company. Data 1 and data 2 do not explain about the goods but the payment for performance fee, so this is the point that makes this invoice letter

different from the theory which the writer uses. The difference appears since Heaven Records is from the entertainment field, so their invoice letter mostly about the payment of artist or band and their accommodations. That is so different from the theory which the writer got, the theory mostly explains about the invoice letter for formal business.

3.2 Problems and Solutions

The writer found a difficulty in understanding the invoice letter that the writer get from Heaven Records because they are different from the theory that the writer learnt before. From the theory, invoice letter has the rule, it states that invoice letter has fourteen important points but invoice letter from Heaven Records do not have the whole points. It is hard to understand the invoice letter because they have a variety form.

To treat the problem, the writer has to understand about the theory of invoice letter first. The writer should really know the rule and the purpose of writing invoice letter. After that, the writer compares the invoice letter from the theory and the invoice letter from Heaven Records, then looks at the points that mostly appear in both letter. From the comparing of the invoice letter, the writer states that although every invoice letter is different each other but the important thing is it still sticks to the main rule and has the same purposes.