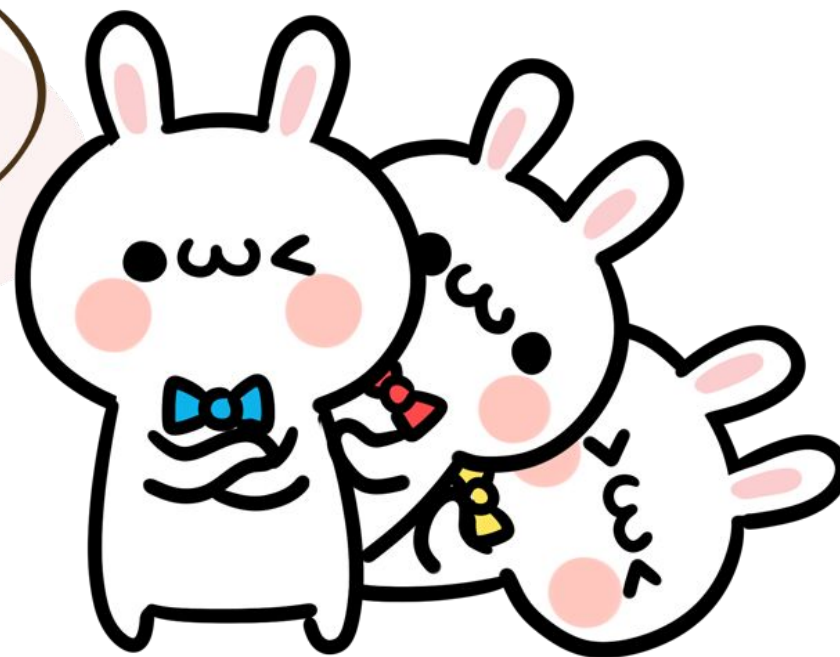# Отчет по производственному обучению

Подготовила:
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Цели и задачи

Цель производственного обучения РО 2.5 "Применять принципы делового общения при переписке и коммуникации" закрепить, углубить и систематизировать знания, умения и навыки обучающихся, полученные в процессе теоретического и практического обучения, приобщить их к деятельности в трудовом коллективе и определить такие ключевые компетенции, как информационная компетентность, коммуникативная компетентность.

Задачи

1 знание особенностей официально-делового стиля изучаемого иностранного язык

2 оформление документов по деловой переписке

3 совершенствование навыков устного и письменного перевода

4 формирование у обучающихся самостоятельного логического мышления, умение формулировать свои мысли и компетентно вести устный и письменный диалог на иностранном языке;

Steps and types in placing oder

A customer Order is a written document specifying the orders made by the customer. In addition, it states the amount of money to be paid, the due date on which the funds can be expected, and the quantity of the product delivered.
It is mainly used in business to help customers get their products. It enables the company to create a system to ensure that what they get from suppliers is what they want and order. There are two types of it: purchase orders and sales orders.

More details

In the world of business, there is no scope for carelessness. Thousands can be lost over a misunderstanding or lack of far-sightedness.

Here, it is like a legal document that serves as crucial evidence.

It enlists detailed instructions about the finished goods as ordered by the buyer. That removes all confusion and allows the organization to provide for the buyer's needs strictly.

There is no reverting a customer order, which cannot be denied either. Instead, it becomes the proof of transaction history between the buyer and seller once the company accepts it, also known as 'Transaction documents.'

Uses

It can help businesses drive sales and revenue by allowing customers to purchase goods or services.

Orders can also be used as a tool for tracking inventory levels and forecasting demand, as well as helping to ensure the timely delivery of goods and services.

It can also measure customer satisfaction and loyalty, allowing businesses to better understand their customers' needs and preferences.

Finally, it can provide valuable insights into market trends and opportunities, which can inform business decisions.

Steps of customer order processing

1. Customer Order
2. Acceptance of Order
3. Delivery
4. Payment
5. Service

Great!

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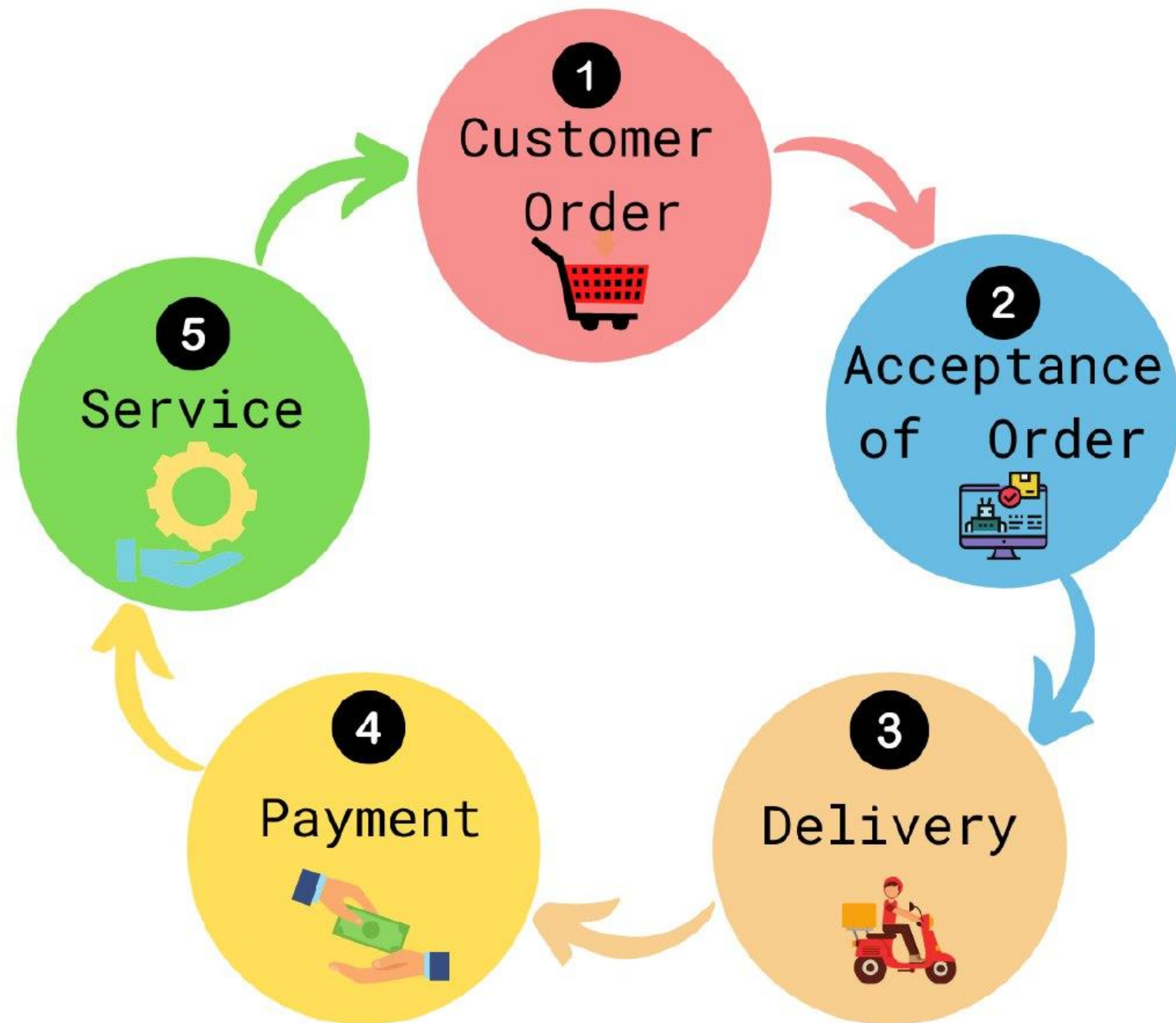
Customer order form

A Customer Order Form is a commercial document that enables the purchaser to communicate with the seller and maker which article or merchandise is desired and for what specific purpose.

The top of the page includes contact information, such as name and phone number, email address, and mailing address. However, the main content is the list of items the customer orders.

Customer Order Form

Company Name:				
Address:				

Order Information:			Customer Information:	
Order NO:			Customer Name:	
Order Date:			Address:	
Order Type:			Phone:	
			E-mail:	

Item Description		Quantity	Unit Price	Total Price

Payment Details:		Subtotal:	
Bank:		Discount:	
Account No:		Tax:	
		Grand total:	

Terms and Conditions:

Signature with Date

The steps to successfully process orders

Placing an order

Picking the product

Sorting products

Packing the product

Shipping the product

Conclusion

A customer order is a formal order from the customer that provides details of the amount and due date for a customer's requirement of products.

For example, it states the amount of money to be paid, the due date on which the funds can be expected, and the quantity of product delivered.

The document specifies all orders made by customers, such as how much they will pay or what day it needs to arrive. It also includes information about who should provide this service if not you.

This written piece has many benefits, including communicating with your client more efficiently and getting them ahead.

Hence, you have time to prepare for their request and increase trust between both parties because there are fewer verbal communication misunderstandings.

THANK YOU