

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS
ADVANCED SUBSIDIARY GCE**

G041/IC

**APPLIED INFORMATION AND
COMMUNICATION TECHNOLOGY**

How Organisations Use ICT

DATA BOOKLET

INSTRUCTIONS FOR CANDIDATES

JUNE 2010

To be opened on receipt

SUITABLE FOR VISUALLY IMPAIRED CANDIDATES

INFORMATION FOR CANDIDATES

- **This document consists of pre-release tasks**
- **A separate Case Study**
- **A separate Data Booklet (Fig. 1, Fig. 2, Fig. 3, Fig. 4, Appendix 1, Appendix 2)**

FIG. 1

1 x ham sal granary

1 x duck/beansp wrap

340

FIG. 2

**SandwichesPlus
Newtown Sandwich Bar
The Market Square
Newtown
NT1 4QT
VAT NO: 701 3124 43**

23/08/09			
1	Ham salad	granary	£3.00
1	Duck beansprout	wrap	£3.50
1	Orange juice		£1.00
2	Sp water		£1.60
1	Apple		£0.65
		Total	£9.75
		Amount tendered	£10.00
		Change due	£0.25

Amount includes VAT where applicable

Please show this receipt when you collect your sandwiches from Hatch 2.

FIG. 3

Client profile : Form✕

Catering Client Detail

Surname	<input style="width: 90%;" type="text"/>	Initials	<input style="width: 80%;" type="text"/>	Title	<input style="width: 80%;" type="text"/>	
Client No.	<input style="width: 90%;" type="text"/>	Quotation No.	<input style="width: 90%;" type="text"/>	Quotation Date.	<input style="width: 80%;" type="text"/>	
Address	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>					
Postcode	<input style="width: 90%;" type="text"/>	Event Address	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
Telephone	<input style="width: 90%;" type="text"/>	Fax:	<input style="width: 80%;" type="text"/>	Email:	<input style="width: 90%;" type="text"/>	
Event Date	<input style="width: 90%;" type="text"/>	Start Time	<input style="width: 80%;" type="text"/>	End Time	<input style="width: 80%;" type="text"/>	
		No. of Guests	<input style="width: 80%;" type="text"/>	Buffet	<input type="radio"/> Sit Down	<input type="radio"/>
<div style="border: 1px solid black; display: inline-block; padding: 10px 20px; margin-right: 20px;">Catering Detail Entry</div> <div style="border: 1px solid black; display: inline-block; padding: 10px 20px;">Exit</div>						

FIG. 4

Catering Details : Form ✕

Catering Requirements Detail

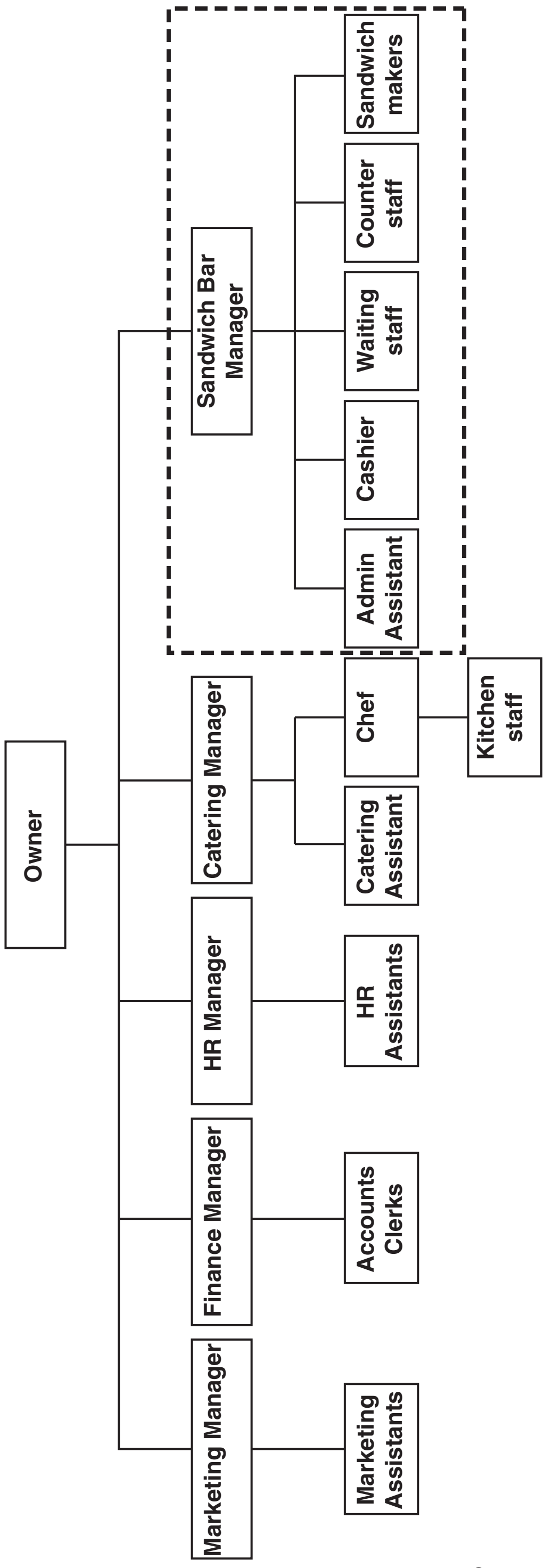
Menu	Quantity	Unit Price	Total Price
<input style="width: 80%;" type="text"/> ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input style="width: 80%;" type="text"/> ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input style="width: 80%;" type="text"/> ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input style="width: 80%;" type="text"/> ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>

No. of Waiting Staff <input type="text"/>	Waiting Staff Price <input type="text"/>
No. of Washing-up Staff <input type="text"/>	Washing-up Staff Price <input type="text"/>

Special Requirements <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	Special Requirements Price <input type="text"/>
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	Sub Total Price <input type="text"/>
	VAT <input type="text"/>
	TOTAL <input type="text"/>

APPENDIX 1 – ORGANISATIONAL STRUCTURE



SandwichesPlus

**Head Office
Unit 1, Homer Trading Estate
Newtown
NT1 5HG
Tel: 0451 873764 Fax: 0451 873760**

Catering Quotation

Quotation No:	09/3426/SL	Date of event:	14 November 2009
Quotation for:		Time of event:	1900 – 2300
Mr and Mrs S Lee 14 Old Road Newtown NT3 5HD		Buffet or Sit-down:	Sit-down
		No. of guests:	120
		Type of event:	Annual Club Dinner
Client number:	09/2354/SL	Location of event:	Old Road Youth Centre 100 Old Road Newtown NT3 5HX
Date of quotation:	26 August 2009		

PLEASE TURN OVER FOR REST OF QUOTATION

APPENDIX 2 – A QUOTATION CONTINUED

Quotations are valid for 30 days from the date of issue.

Item	Quantity	Unit Price (£)	Total (£)
Chicken 3-course menu A	80	14.50	1160.00
Vegetarian 3-course menu F	20	12.65	253.00
Children's 3-course menu D	20	7.99	159.80
Special requirements: Additional cheese platters			60.00
Waiting staff	12	31.96	383.52
Washing-up staff	4	23.96	95.84
		Sub-total	2112.16
		VAT	369.63
		Invoice Total	2481.79

Please post or fax written acceptance of this quotation to the Catering Assistant at SandwichesPlus head office – see above for contact details.

**Registered Office: Unit 1, Homer Trading Estate, Newtown, NT1 5HG,
Telephone: 0451 873764, Facsimile: 0451 873760
VAT REG NO: 701 3124 43**

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