

Word Processing Exercise 12

Using Tab Stops

Produce the following business letter. Use DECIMAL TAB STOPS in the production of the table in the letter and LEFT JUSTIFIED TAB STOPS with LEADER CHARACTERS in the production of the application form.

GRASSROOTS TENNIS CLUB

106 Waterme Road, Carlingford, NSW, 2118

<today's date>

Ms Paula Romano
24 Gleason Court
Carlingford, NSW, 2118

Dear Ms Romano

Thank-you for your interest in our special offer to join the Grassroots Tennis Club. We believe the club is one of the finest in Sydney and we certainly welcome new members. Our rates are listed in the following table:

Membership Type	Normal Rate	Special Offer
Joining Fee	\$1050.00	\$535.00
Senior Membership	\$825.00	\$295.00
Junior Membership	\$525.00	\$95.00

Please detach and complete the Membership Application Form at the bottom of this letter and send it to the Club President.

Yours faithfully

Peter McLean
Secretary

MEMBERSHIP APPLICATION FORM

Surname Ms/Mrs/Miss/Mr.....

Given Names.....

Home Address.....

..... Postcode.....

Telephone: Business (.....)..... Home (.....).....
