### Numbering Exercise

1. Key in the exercise you see below. Before you begin the numbered section click on the numbering button in your Toolbar
2. When you no longer require numbering click the numbering button again to switch it off
3. The exercise is to be prepared using A5 Portrait paper
4. Save the document as **Numbers** to your **H: drive** into the WP folder

PROPERTY - 11 Parkhill Drive, Ballisodare, Co Sligo

* 1. The property is to be offered for sale by Private Treaty.
  2. The price to be quoted £59,500 to include carpets, curtains, blinds in the kitchen and light fittings.
  3. All offers to be submitted to you for your consideration.
  4. The Title is freehold.
  5. The Solicitor having carriage of sale is Mr Stephen Cunningham, 20 Lower O'Connell Street, Sligo.
  6. "For Sale" signs will be erected at our expense.
  7. Brochures have been prepared and we await photographs being developed at our expense.
  8. Advertising will be kept to a minimum. We acknowledge receipt of £150 in respect of same. A detailed account of advertising spent will be sent to you on the negotiation of a satisfactory sale.
  9. Our fees are at the rate of the agreed sale price plus VAT payable on closing of the sale.