

# Proficiency Checkup 4

Name \_\_\_\_\_ Date \_\_\_\_\_

Write your name and the current date in the blanks above. Index and alphabetized the following names in the proper blanks. This checkup is based on filing rules 1-20.

Names	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
1. Four-Five Motel	_____	_____	_____	_____	_____	_____
2. St. Louis Blues Deli	_____	_____	_____	_____	_____	_____
3. Utah Department of Research	_____	_____	_____	_____	_____	_____
4. 4th Avenue Food Store	_____	_____	_____	_____	_____	_____
5. Blake's Bulletins 1000 El Cerito Austin, Texas	_____	_____	_____	_____	_____	_____
6. Casey's Casuals, Inc.	_____	_____	_____	_____	_____	_____
7. 12th Hour Caterers, Inc.	_____	_____	_____	_____	_____	_____
8. San Jose Health Department	_____	_____	_____	_____	_____	_____
9. Cynthia L. Unger-Ziff	_____	_____	_____	_____	_____	_____
10. Charles S. Bloke	_____	_____	_____	_____	_____	_____
11. Four Freedoms Book Store	_____	_____	_____	_____	_____	_____
12. Blake's Bulletins 1163 El Cerito Brownsville, Texas	_____	_____	_____	_____	_____	_____
13. Dr. Charles S. Bloke	_____	_____	_____	_____	_____	_____
14. USA Furniture	_____	_____	_____	_____	_____	_____
15. Chas. Bloke & Sons, Inc.	_____	_____	_____	_____	_____	_____
16. 20-20 Eye Specialists, Inc.	_____	_____	_____	_____	_____	_____
17. Unger & Ziff Drug Store	_____	_____	_____	_____	_____	_____
18. ç Off Curtains	_____	_____	_____	_____	_____	_____
19. C B Software Co.	_____	_____	_____	_____	_____	_____
20. Four-Fifteen Motel	_____	_____	_____	_____	_____	_____