

Daniel Bamidele

From: Daniel Bamidele
Sent: Tuesday, 27 October 2020 12:36 pm
To: Soetan Oluwayemisi; LFTZ Finance
Cc: Tega Adah; Santanu Bagaria
Subject: Request for Monthly Inbound & Outbounds files charges summary Debit Note

| Tracking: | Recipient | Delivery | Read |
|-----------|------------------------------|--------------------------------|---------------------------|
| | Soetan Oluwayemisi | Delivered: 27/10/2020 12:36 pm | |
| | LFTZ Finance | | |
| | Tega Adah | Delivered: 27/10/2020 12:36 pm | Read: 27/10/2020 12:36 pm |
| | Santanu Bagaria | Delivered: 27/10/2020 12:36 pm | Read: 27/10/2020 12:36 pm |
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Dear Team LFZCompany

We want to request that aside multiple transactions charges mails (inbound & outbounds files charges) that your accounting system triggered to us via mail, that you kindly be sharing a monthly debit note that would summarize inbound and outbound charges for the month.

At present what we receive are on transaction basis which most times when collated are close to 20pages and more at each month.

Having a singular debit note summarizing all the inbound and outbound charges at end of each month will be helpful; **aid in confirming the figures, handy for audit trail, save spaces and feasible for uploading on the cloud.**

Your understanding, kind and prompt attention thereto will be appreciated.

Best regards



Bamidele Daniel
Finance / Accounts Department

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