

**GF NUEVA CONDOMINIUM, 646 YUCHENGCO ST. BINONDO, MANILA, PHILIPPINES**

**BREAKDOWN OF THE GENERATION OF YEARLY REPORT**

**COLLECTING AND REVIEWING OF TRANSACTION FOLDERS**:

Number of days it consumes: 1 - 2 days

Accounting In-Charge will gather all transaction

Accounting In-Charge will sort the transaction folders by clients

--------------------- 1 - 2 days

Accounting In-Charge will pull out transaction files from January to

December per client

Accounting In-Charge will review transaction files per client

**REVIEWING OF DELAYS AND MISHAPS OF SHIPMENTS**

Number of days it consumes: 1 – 2 weeks

1. Branch Manager will receive arranged transaction folders sorted by client from

Accounting In Charge ------------------------------------------------------------------------------------------ 1 day

1. Branch Manager will review the initial profit and loss per transaction folders ------------------ 2 days
2. Domestic In Charge will gather all expenses incurred during the delivery

transaction -------------------------------------------------------------------------------------------------------- 2 - 3 days

1. Domestic In Charge will summarize the buying rate by adding all the gathered

actual expenses during the transactions ------------------------------------------------------------------ 2 days

1. Domestic In Charge will make the Initial Profit and Loss based in the computed profit ------- 1 day

**REVIEWING OF PROFIT AND LOSS AND FINALIZING OF EXPENSES**

Number of days it consumes: 1 week

1. Operations Manager will receive arranged transaction folders per client from

Accounting In Charge ------------------------------------------------------------------------------------------- 1 day

1. Operations Manager will review the delays and mishaps of shipments through

collected shipment reports ---------------------------------------------------------------------------------- 2 - 3 days

1. Domestic In-Charge will E-mail the airline or shipping line to know the reason of  
   delay

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1. Airline or shipping line will send an E-mail to ACM to give the reason of the delay
2. Domestic In Charge will attach all written proof of delay that ACM was not part of

the delay in the company's transaction folder ----------------------------------------------------------- 2 days

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