

**DATE** : 22 JANUARY 2024  
**TO** : ALL TAG OPERATIONS  
**FROM** : MARKETING DEPARTMENT  
**SUBJECT** : NEW BILL FOLDERS

RNO-MKTG-MA-2024-05

Please be informed of the new BILL FOLDERS that will be transmitted across all TAG stores on **26 JANUARY 2024 (FRIDAY)**. Please be guided by the following instructions.

- All outlets must fill out this form before **24 Wednesday 2024, Thursday**.

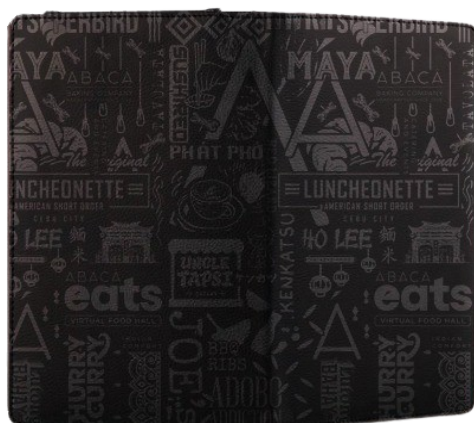
[https://docs.google.com/forms/d/e/1FAIpQLSe1b6ZJzk\\_BHo4NalHvwOVNVOqOOS\\_0DCPOFaIXE92n4QXazyA/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSe1b6ZJzk_BHo4NalHvwOVNVOqOOS_0DCPOFaIXE92n4QXazyA/viewform?usp=pp_url)

- Do not forget to send a screenshot in MKTG OPS whatsapp group chat once done filing.
- Old bill folders shall be returned to the commissary once new bill folders have been received. Wrap or pack it properly and label. For strict compliance. Please follow this format:

*DATE: JANUARY 27, 2024*  
*OUTLET NAME: ABC CROSSROADS*  
*COLLATERAL: OLD BILL FOLDERS*  
*QUANTITY: 15 PCS*

- NO old bill folders shall be seen in stores.
- These bill folders are exclusive for The Abaca Group stores only.

## MOCK UP



**THIS MEMO AND ITS ATTACHMENTS ARE FOR THE EYES OF  
THE ABACA GROUP EMPLOYEES ONLY**



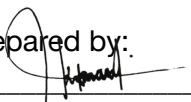
## THE ABACÁ GROUP

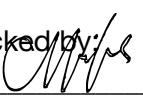
**TAG OPERATIONS:** Include this memo in your briefing and cascade accordingly.


**SUPPLY CHAIN:** Please cascade ordering and charging specifications to brand heads.


**ALL CONCERNED DEPARTMENTS:** Please be guided on the inclusions.

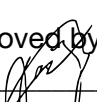
Let me know if you have clarifications.

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**THE ABACÁ GROUP**