

MEMORANDUM

TO : ALL BRANCH OPERATIONS EMPLOYEES
DATE : OCTOBER 12, 2013
SUBJECT : SALES INVOICE - SIGNATURE OF BRANCH MANAGERS

This is to "STRICLTLY IMPLEMENT" the signing of Sales Invoice (SI) transaction in all branches of EO.

The strict implementation is due to the tampering case of Bacolod employees re: Charging customers of regular price for promo items. Regular price is written on the white copy (patient's copy) of sales invoice, but the discounted or promo price is written on the green & blue copies (EO copies), which resulted to tampering of sales invoice. This could have also been happening in other branches so be watchful!

In view of the above, following procedures must be strictly observed:

1. One very important signature that is required in all Sales Invoice (SI) transactions is the signature of a Branch Manager, Area Manager, Group Branch Manager or the designated Branch OIC for accountability purposes. This is a mandatory procedure.
2. It the responsibility of a Branch Manager to ALWAYS designate an OIC (officer-in-charge) in the branch who will check and sign Sales Invoice (SI) in her/his absence. This ensures that someone from the branch must be accountable for checking sales invoice transactions.
3. Submit to Accounting Department the SPECIMEN SIGNATURE (s) of Branch Manager and designated signatories (in the absence of a BM) for identification purposes.
4. The signature of the above signatories signifies LEGITIMACY of Sales Invoice transaction. The absence of signature means the transaction is NOT legitimate and will be questionable in terms of integrity & reliability.
5. The signature of signatories must be clearly written (signature must be in complete name as possible.)
6. The importance of signing SI transaction is to make sure that the head of the branch ALWAYS checks the uniformity of price declared by the branch staff in all SI copies (white, pink & blue) to prevent tampering.
7. There must be NO ERASURE on sales invoice. Any erasures on SI imply unusual activity in the branch questioning branch integrity. Therefore, SI with erasure must be immediately CANCELLED and be replaced by another SI.
8. Non-signing of SI transaction by the BM or his/her designated officer will lead to heavier penalty including dismissal. This only emphasizes how critical and important the purpose of signing the Sales Invoice (SI) by branch leaders of EO.
9. The Sales Invoice is being used for the following transactions:
 - o Complete Eye Glass (CEG)
 - o Lens only
 - o Contact Lens
 - o Contact Lens solutions
 - o Sunglass (SG)
 - o Accessories (screw, nose pads)
 - o Service (refraction only, frame adjustment)

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10. The Sales Invoice must ALWAYS have a Prescription (Rx) form attachment for every complete transaction. Except for the following items that are TAKEN WITHIN THE DAY such as: (Sunglass, Frame only, CL solution, and/or accessories),

11. Sale Invoice must be filled-out with the following information:

- Sold to (name of customer / patient)
- Address and Contact # of patient
- Date (of transaction)
- TIN / SC # (if applicable)
- OSCA / PWD ID # (if applicable)
- Description (details of the item purchased)

12. Indicate the Price on SI (DON'T use VANHOUTERS)


- indicate the NET PRICE, no need for the % of discount
- VAT / SC / PWD discounts and its breakdown should be clearly indicated.

13. Others

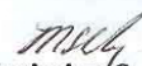
- Rx number (should be written on the space under the VAT 12%)
- Nature of Payment (should be written on the space beside the VATable)
 - CASH
 - CARD – write the FIRST and LAST 4 digits of the card
 - Issuing company (BDO, Citibank, etc.)
 - Terminal used to swipe the card (BDO, BPI, etc.)
 - Terms of payment (straight, 3 mos, 6 mos, etc.)
- Due Date and Time (of the CEG)
- For Senior Citizen, indicate birthday of the patient

STRICT IMLEMENTATION OF ABOVE PROCEDURES IS A MUST to protect our sales from some selfish, corrupt and dishonest employees whose main goal is to get more at the expense of others. Likewise we will also protect the image of the company from bad impression of customers - as one of the expensive optical stores in the country.

For your information and strict compliance.


Miles Nicolas
Accounting Manager

Approved:


Dr. Maximino S. Uy
President & CEO