Changes to Company Stationery

Change/variation to company stationery identified/requested

Review proposed changes and 'mark-up' existing with proposed alterations

Provide Digital Synergy with mark-up so they can create a 'proof'

Forward proof to GM/CEO for approval

Changes approved by GM / CEO?

No further action.
Changes not
authorised for
implementation

Inform Digital Synergy that their proof was approved.

Updated stationery will be available online to purchase