Company Header

Address

R O U T I N G   S L I P

Title   : _____

Description:_____

Department : _____ (Originating Branch)

Date	From	To	Signature	Action Required	Remarks

Legend:

1. Approval/ Signature
2. Appropriate Action
3. Comment/Recommend
4. Study/Investigate
5. Rewrite/Redraft/Retype

6. Dispatch/ Forward/ File
7. Notation/Information
8. Disseminate
9. Please Print