



Company Header

Address

ROUTING SLIP

Title : _____

Description: _____

Department : _____ (Originating Branch)

Date	From	To	Signature	Action Required	Remarks
	G.M.				
	Exec. Asst. G.M.	G.M.			

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
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