



Company Header

Address

ROUTING SLIP

Title : Install Copy

Description: _____

Department : IT (Originating Branch)

Date	From	To	Signature	Action Required	Remarks
	G.M.				
	Exec. Asst. G.M.	G.M.			
22 Aug 2021	IT	MARKETING, ACCOunting manager-it 629810191866		1	
22 Aug 2021	MORNINGING	HGM manager-marketingg 1629610545782		3	
25 Aug 2021	LOGISTICS	QA manager-logistics 1629857944464		3	
Legend:					
1. Approval/ Signature				6. Dispatch/ Forward/ File	
2. Appropriate Action				7. Notation/Information	
3. Comment/Recommend				8. Disseminate	
4. Study/Investigate				9. Please Print	
5. Rewrite/Redraft/Retype					