



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.			
09 May 2021	MARKETING	IT	<div>manager-marketing</div> 1620548842630	4	
09 May 2021	IT	MARKETING	<div>manager-it</div> 1620547687732	1	
09 May 2021	MARKETING	IT	<div>manager-marketing</div> 1620547769910	4	
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					