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| SUBJECT | PFC For Checking Mail & Reply |
| DEPARTMENT | Sales, Marketing & sourcing |
| RECORDER (Name & Designation) | Manjula Dissanayake– Assistant Manager Sales & Procurement |
| APPROVEDBY (Name & Designation) |  |
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| PATH ON NETWORK FOLDER |  |
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1. Introduction.

This PFC has been prepared providing guidelines for Checking Mail & Reply This will provide the necessary guidance for staff .

S& M +O/E Department

Prioritize according to Importance & Emergency

Reading properly & understand

Receiving Mails -Internally & externally

Gathering Data for proper reply

Further follow up when ever necessary till task completed

Reply the mail asp per company email Policy