

MEMO 2018-09

TO : ACCOUNTING AND SALES DEPARTMENT
FROM : MANAGEMENT
RE : TRANSMITTAL OF SALES INVOICE
DATE : August 17, 2018






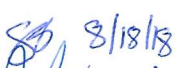
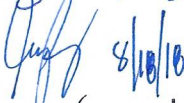
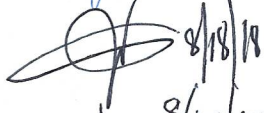
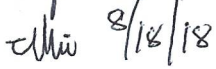

Please be advised of the following guidelines in transmitting Sales Invoice to Accounting Department.

1. All Sales Invoice and Delivery Receipts not delivered or picked-up two (2) days after the end of the month should be cancelled and be issued with new receipts corresponding to the present month. This includes receipts delivered to Showroom and those that are pending at CS Dept side c/o Pia Cabañas. Cancelled invoices and DRs shall be immediately forwarded to Accounting Dept. c/o Brenda Gurrobat.
2. All issued Sales Invoices with successful delivery shall be transmitted to Accounting Dept. daily or whenever these are available at CS Dept.'s end.
3. All Wilcon Sales Invoice should be submitted to Accounting Dept. on or before the 20th day of the month.
4. Overall issued Sales Invoices per month should be forwarded to Accounting Dept. five (5) days after the end of the month.

This is for your guidance and strict compliance.

Noted by:


FREDERICK CHUA
Director for Operations

 8/17/18
 08/17/18
 8/18/18
 8/18/18
 8/18/18
 8/18/18
 8/18/18
 8/18/18
 8/18/18
 8/18/18
