

Fil-United Mfg. Corp.

Fumaco

Pacific Lighttech
Corporation

MEMO 2018-12

TO : FABRICATION AND ASSEMBLY DEPARTMENT
FROM : MANAGEMENT
RE : EXACT QUANTITY PRODUCTION
DATE : October 19, 2018

This is to inform everyone that we will no longer fabricate and assemble spare quantity for every item ordered. We will strictly produce orders based on quantities on Sales Orders.

This is to completely eliminate items with one or two quantities per model that are adding up in the inventory.

Instructions and policies regarding maximizing raw materials shall be discussed in a separate meeting with your respective departments.

For your guidance and strict compliance.

Best Regards,


FREDERICK CHUA
Director for Operations