

MEMO 2018-13

TO : SALES & CS DEPARTMENT
FROM : MANAGEMENT
RE : DUAL SHOP DRAWINGS FOR ONE ITEM MODEL
DATE : October 30, 2018

This is to inform everyone that Engineering Dept. will issue two shop drawings per item model; one for the new design, and the other for the old design.

Example: If there is a request for FUM 1192424-RTD and there is stock in the finished goods warehouse but with slight difference, two drawings will be issued.

Sales people will submit to client both drawings with corresponding quotations. New design will be quoted as regular price and the old design shall be offered with additional 20% discount from the regular price

However, if the requirement quantity is higher than that of the available old stock in the finished goods, the 20% discount shall apply only to the old stock. Regular price shall apply to the excess, to-be-fabricated quantity.

For instance: Quantity required is 30 sets. On hand stock with slight difference in the finished goods warehouse is 20 sets. 20 sets shall have a 20% discount. The difference of 10 sets shall have the regular price.

Moreover, if the available stock in the finished goods is already our standard design, no discount will be given.

For your guidance and strict compliance.

Noted by:


FREDERICK CHUA
Director for Operations

10-30-18



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