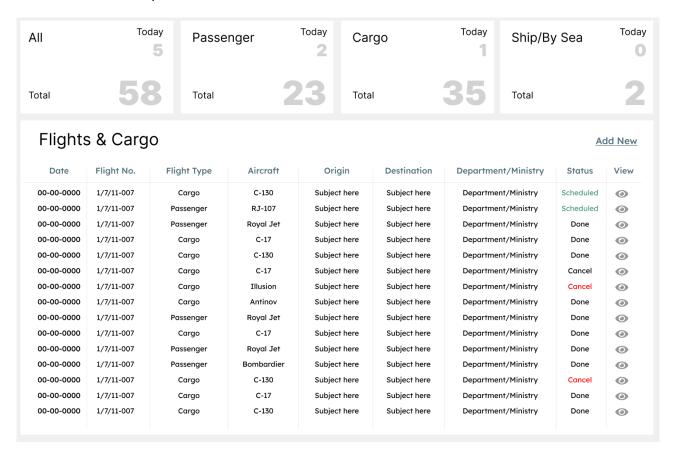
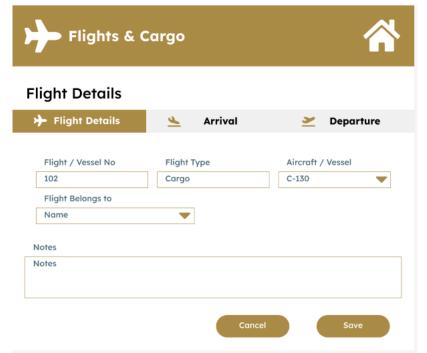
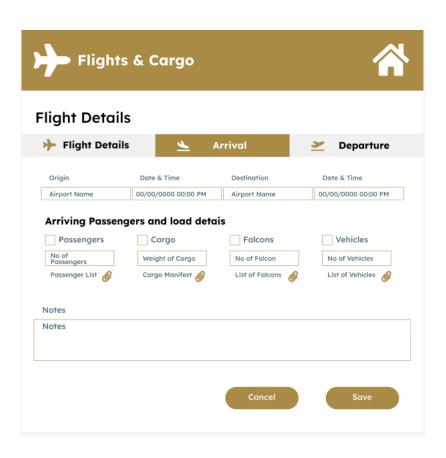
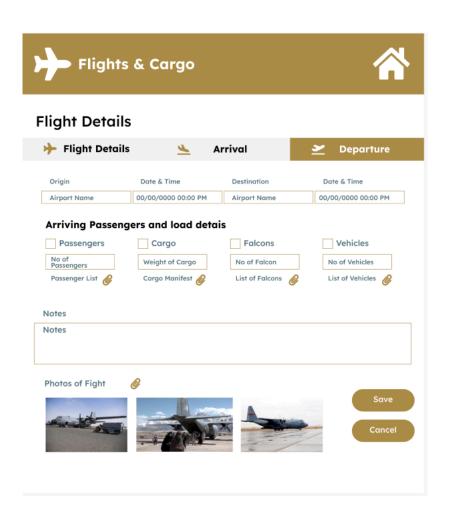
## Flights & Cargo

- 1. Select Type (By Air, By Sea or By Road)
- 2. Passenger / Cargo Type (if by air select)
- Flight No.
- 4. Aircraft Type. (Name & Picture)
- 5. Origin Airport (by air) or Sea Port (by sea) or City (by road)
- 6. Destination Airport (by air) or Sea Port (by sea) or City (by road)
- 7. Date and Time of Arrival
- 8. Attachments (Subject and list attachments multiple) for arrival
- 9. Date and Time of Departure
- 10. Attachments (Subject and list attachments multiple) for departure
- 11. Flight / Shipment Belongs To
- 12. Notes
- Attach some pictures









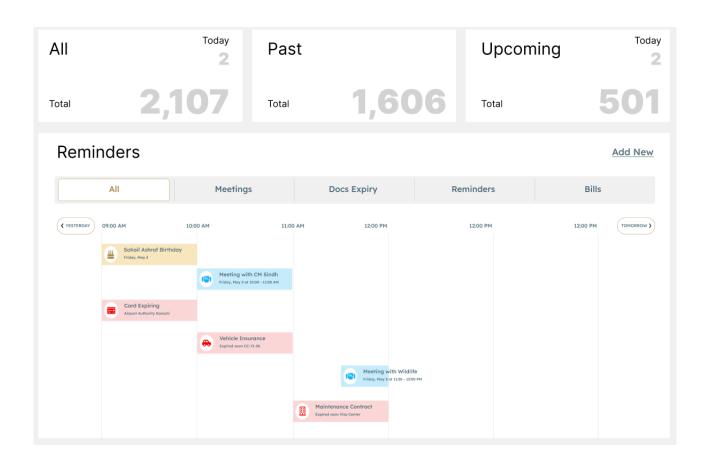
## **Meetings & Other Reminders**

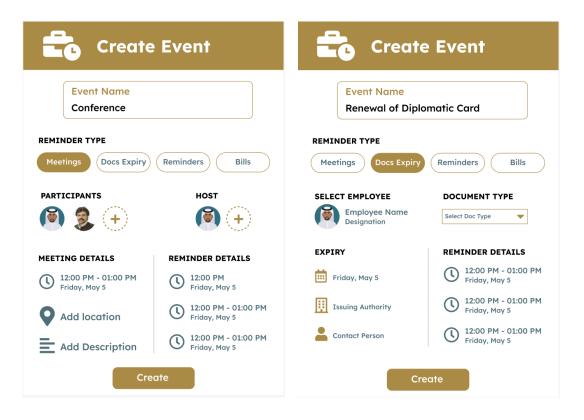
### 1. Meetings

- I. Meeting / Event Name
- II. Add Host(s) (Name, designation, department, photo, contact # of each)
- III. Add Participants (Name, designation, department, photo, contact # of each)
- IV. Meeting Date and Time
- V. Meeting Location
- VI. Meeting Details / Description
- VII. First Reminder (date and time)
- VIII.Second Reminder (date and time)

#### 1. Reminders

- I. Reminder Type (Docs Expiry, Reminder, Bills)
- II. Select employee, whose docs expiry, bills or reminders
- III. Select Document / Bill / Reminder Type
- IV. Expiry Date
- V. Issuing authority of documents Or Office for bill pay
- VI. Contact person in office of issuance authority or bill payment office
- VII. First Reminder (date and time)
- VIII.Second Reminder (date and time)





### **Protocol & Liaison**

- Select (Official / Notable / UAE Company / Project)
- II. If Official Selected
  - Official Name
  - Official Designation
  - Official Department / Ministry (Already done)
    - Department/Ministry Name
    - Department/Ministry Logo
    - Department/Ministry (Federal/Punjab)
    - Department/Ministry Office Picture
  - Official Photo
  - Official Biography
  - Official Contact No. (Multiple)
  - · Official Email
  - Official Address
  - Office Team
    - Name
    - Designation
    - Photo
    - Contact No.
  - Mark on Google Map
- III. If Notable Selected
  - Notable Name
  - Notable City / Town
  - Notabe Photos
  - Notable Biography
  - Notable Contact No. (Multiple)
  - Notable Email
  - Address
  - Mark on Google Map
- IV. If Company Selected

- · Company Name
- Company City / Town
- Company Photos
- About Company
- Company Contact Person (Multiple)
  - Name
  - Photo
  - · Contact No.
- Company Email
- Company Address
- · Company Website
- Mark on Google Map

# V. If Project Selected

- Project Name
- Project City / Town
- Project Google Map (Location)
- Project Photos
- About Company
- Project Contact Person (Multiple)
  - Name
  - Photo
  - Contact No.
- Email
- Address
- Website
- Description

