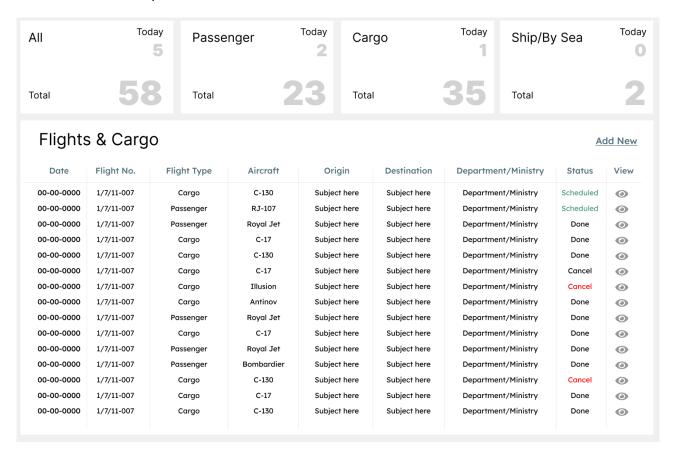
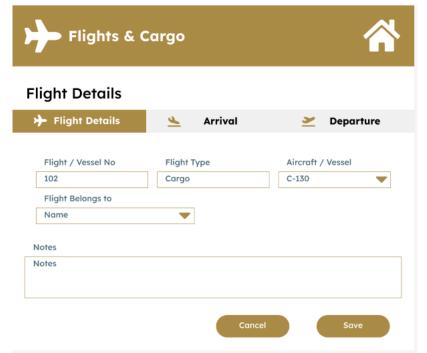
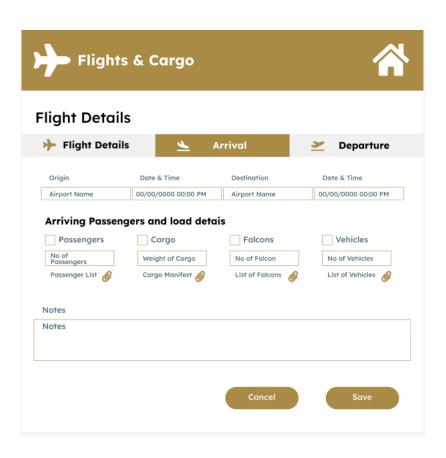
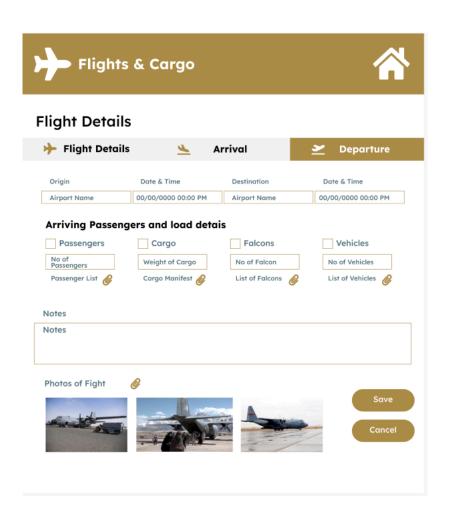
Flights & Cargo

- 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









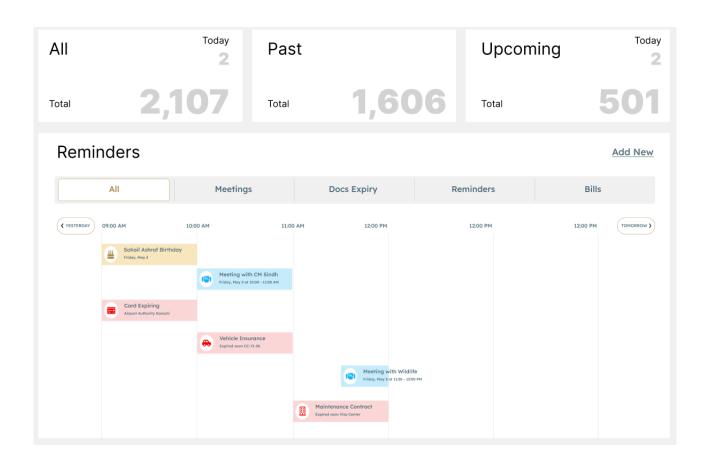
Meetings & Other Reminders

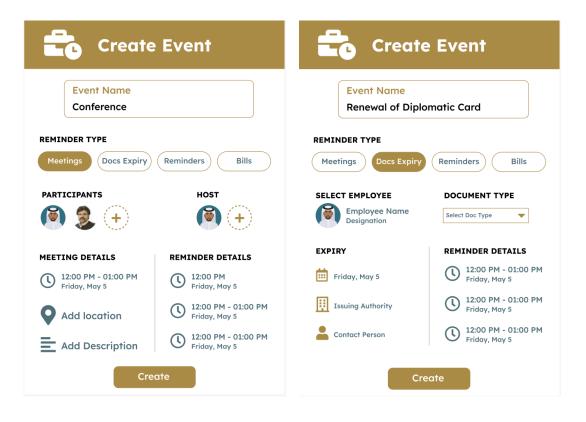
1. Meetings

- 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)
- 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

