

* This form is used by Sales, Peter and Rui
 ** Sales --> Peter --> Sales --> Rui to record to pay invoice



Small Task / Delivery Checklist

*Job #:	*Apply Date:	
*Sales Person:	*Store Location:	
*Attn:		

(Job# - if don't have an Invoice number for the small tasks, it can be made up of Sales Name -Request date, For example: #Jacky-220118)

*task 1:		*Due Date:	
task 2:		Due Date:	
task 3:		Due Date:	
task 4:		Due Date:	
Job Descriptions:			
*Sign by Peter:		*Completion Date:	
*Confirm by Sales:		*Date:	

- * - Must be completed.