Company (Internal)E-mail Subject

 No correct format, No further process

1. Request Invoice, NEW SALE, E-mail to [ruichen@johnstonemart.com](mailto:ruichen@johnstonemart.com),

CC to [accounts@johnstonemart.com](mailto:accounts@johnstonemart.com)

Subject: “New Sale- Date - Docket no.”

 e.g. New Sale -11012019-D1874

1. Request Invoice, Further PAYMENT, E-mail to [ruichen@johnstonemart.com](mailto:ruichen@johnstonemart.com)

CC to [accounts@johnstonemart.com](mailto:accounts@johnstonemart.com)

Subject:  “Payment #Invoice No.”

e.g. Payment #DA1234

1. Checking EFT payment, E-mail to Jacky or Jason, CC to Annie and Rui

Subject:   ‘Payment confirm #DA1234’

 A copy of customer’s EFT transaction should be attached.

1. Request monument Plan, E-mail to [Lizqiu@johnstonemart.com](mailto:Lizqiu@johnstonemart.com)

Subject: “New Plan #DA1234” or “Change #DA1234”

1. Request Monument Order, E-mail to [lizqiu@johnstonemart.com](mailto:lizqiu@johnstonemart.com)

Subject: “Order #DA1234’’

1. Request Bronze Plaque Order, E-mail to [sales@johnstonemart.com](mailto:sales@johnstonemart.com)

Subject: ‘Bronze Plaque Order #DA1234’

1. Request Accessory Order (including doors) or Transfer, E-mail to [sales@johnstonemart.com](mailto:sales@johnstonemart.com)

Subject: ‘Accessory Order #DA1234’ or ‘Accessories transfer#DA1234’

1. Request Cemetery PERMIT, E-mail to [ruichen@johnstonemart.com](mailto:ruichen@johnstonemart.com)

Subject: ‘Permit application #DA1234’

1. Request INSCRIPTION BOOKING, E-mail to [ruichen@johnstonemart.com](mailto:ruichen@johnstonemart.com)

Subject:  ‘Signed proof #DA1234’, “Total amount of letters” must be involved.

1. Request CREDIT APPLICATION,E-mail to [Jacky](mailto:ruichen@johnstonemart.com) and Jason, CC to Annie and Rui

Subject:    ‘Credit application #DA1234’’,   Credit application form is to be attached.

1. Request INSTALLATION, E-mail to [Peter@johnstonemart.com](mailto:Peter@johnstonemart.com), CC Sean and Rui

Subject: ‘Install #DA1234’

1. Request SMALL TASK/DELIVERY,E-mail to [Peter@johnstonemart.com](mailto:Peter@johnstonemart.com), CC Sean and Rui

Subject: ‘Task #DA1234’

1. Request COMPLAINT, E-mail to [sales@johnstonemart.com](mailto:sales@johnstonemart.com) and [rui@johnstonemart.com](mailto:rui@johnstonemart.com)

Subject: ‘Complaint #DA1234’