

MEMORANDUM

Date :
To :
From :
Job No. :
Subject :

Please find attached the following invoice for your approval:

Invoice No.:	Invoice Date:	Amount Incl. VAT
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Kindly sign for approval or describe your disapproval.

APPROVAL

REASON FOR DISAPPROVAL

Please return the above handcarried to the undersigned (MS xxxxx ext. xxxxx).

Manger project Accounting