

DISPATCH + INVOICE

ACTIVITY	APPROVAL	DEFIN. OF DONE	ONGOING TASKS	OUTPUT
FINAL PAYMENT 1 OR 2	CHERRA	INVOICE SENT TO CLIENT		MYOB UPDATED
STAGE 1 SHIPPED 1 OR 2	SAGAR (P)	LOAD ONTO TRUCK	PHOTO + GOVERNANCE → SERVER	SIGNED DOCKET IN JOB PACK
BOOK SHIPPING / DISPATCH	CHERRA ↓ RECEPTION (L)	LOGISTICS BOOKED		SIGNED DOCKET IN JOB PACK
CUSTOMER COLLECTION 1 OR 2	CHERRA ↓ RECEPTION (L)	PICKED UP		SIGNED DOCKET IN JOB PACK
CUSTOMER COLLECTION	SAGAR (P)	PICKED UP	PHOTO + GOVERNANCE → SERVER	SIGNED DOCKET IN JOB PACK
PAYMENT FOLLOW-UP	CHERRA ↓ RECEPTION	PAYMENT MADE	REGULAR EMAILS + CALLS	UPDATE MYOB + INFORM MARCO