

## **S+AS LIMITED**

Systems Design, Integration  
Installation and Commissioning  
of Digital Uplinks for Voice  
Fax, Data and Audio networks

# Quality Records

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This document lists all the documents and forms which, when complete, are considered to be evidence of quality and are essential to the running of the business.

## **General**

- ! Project Tracking Sheet

## **Project File**

- ! Quotation
- ! Purchase Order
- ! Order Acknowledgment
- ! Shipment Airwaybill
- ! Correspondence
- ! Commercial Invoice
- ! Invoice
- ! Credit Note
- ! Payment Advice

## **Accounts File**

- ! Company Profile
- ! Statements
- ! Reminder Letters
- ! Accounting Correspondence
- ! Bank Transfers