

To: Whom it may concern

Date: 02 December 2019

Subject: VALID ORDERS / INVOICES TO GUARANTEE PAYMENTS ARE PROCESSED:

We request that all Creditors please ensure the following apply regarding the Orders & Invoices:

- 1) We require a quote for any stock over the value of R1000.00.
- 2) A PO will be issued for any stock ordered regardless of the value, which must appear on the actual Tax Invoice & Delivery Notes, or any stock delivered without a PO will either be Refused / Returned OR Payments will not be processed.

For any information, please don't hesitate to contact **Jeremy Daniels** at the above number.

Kind Regards

Matthew Miller
(MD)