**Mineral Water Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* [ ]  Contract
* [ ]  Statement of Account / Billing / Invoice
* [ ]  Requisition and Issue Slip
* [ ]  Route Sales Invoice
* [ ]  Inspection and Acceptance Report
* [ ]  SARO (if applicable)

I hereby certify that above documents are complete and arranged as per checklist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name / Date

Email Address:

Contact Number/s: