



Information and Formatting Requirements

Production delay letter template

Content:

- Opening paragraph: thanking the customer for their purchase and informing there is a delay,
- Body content: apologising for delay; stating the reasons for the delay, and expected date of delivery,
- Closing paragraph apology for inconvenience and an invitation for contact if required.

Style:

- Professional,
- Formal language.

Tone:

- Friendly,
- Apologetic.



Expense reporting spreadsheet template

Presentation:

- Spreadsheet must be able to be printed on a single A4 page; landscape or portrait.

Dates:

- Data entry must be constrained to: date format only.
- Data entry must be formatted to: short date form.

Department:

- Must be chosen from list: *Sales & Marketing, Administration, Executive, Operations, Dispatch, Logistics.*

Expense types:

- Must be chosen from list: *Food; Transportation; Communication; Training; Other.*

Item description:

- Data entry must be constrained to: *text only.*
- Data entry must be formatted to: *italics.*

Client ID number:

- Must be chosen from list: *NA, AO-2006-0046, AO-2006-0050, AO-2008-0049, AO-2009-0047, AO-2009-0051, AO-2009-0052, AO-2009-0053, AO-2010-0045, AO-2010-0054.*

Purchase or estimated amount, value or cost:

- Data entry must be formatted to: *accounting.*

Receipt attached?

- Must be chosen from list: *Yes, No.*

Example spreadsheet:



| EXAMPLE EXPENSE REIMBURSEMENT FORM | | | | | | | |
|------------------------------------|----------------------|-----------------------|--------------|-----------------------|---------------------|-------------------|-----|
| 1 | Employee Name: David | | Employee ID: | | | | |
| Date | Department | ExpenseType | Description | Client/Project # | Amount | Receipt attached? | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | 1/05/2014 | Administration | Training | Excel basics workshop | NA | \$ 180.00 | Yes |
| 5 | | | | | | | |
| 6 | | | | | | | |
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| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | Total Reimbursement | \$ 180.00 | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | Ctrl+c to clear cells | | | Employee signature: | | |
| 24 | | | | | | | |
| 25 | | | | | | | |
| 26 | | | | | | | |
| 27 | | | | | | | |
| 28 | | | | | Authorised by: | | |
| 29 | | | | | | | |