

Figure 1

Copy Tax Invoice

DIAGEO

Building 3, Maxwell Park, Magwa Crescent, Waterfall City, Midrand, 2090
Vat Reg: 4750101802 NLA: RG0000525
Customer Service Telephone: 0800 600 230

Payment Terms Pay Immediately
Bank: CITIBANK N A SOUTH AFRICA SAN

Bank: CITIBANK N A SOUTH AFRICA SANDTON 0200079094 / 350005

Product	Description	QTY	UOM	List Price	Customer Discount	Promotional Discount	Amount excl Vat	Vat	Amount incl Vat
---------	-------------	-----	-----	------------	-------------------	----------------------	-----------------	-----	-----------------

UNIT	QTY	DESCRIPTION	PRICE	TOTAL
87265	1	Saintoff 1818 75c1	1.097.55	1.097.55
			-424.39	-424.39
			1.073.16	1.073.16
			190.07	1.264.13

ANY RETURNS MUST BE NOTED ON THIS DOCUMENT AND ITS COPY

[Faint, illegible handwritten notes]

Sales Order Notes	Receipt From Diageo	Name	Signature	Date	Taxable Value Rand 1,273.16 Vat Rate 15 % Tax Amount Rand 190.97 Total Due 1,464.13 ESD 0.00 Currency 315
	Receipt From	Name	Signature	Date	

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

2. Next, gather relevant information and data. This may involve research, consultation with experts, or collecting data from various sources.

3. Once the information is gathered, analyze it to identify patterns, trends, and key factors that influence the outcome.

4. Based on the analysis, develop a plan or strategy to address the problem. This plan should outline the steps to be taken and the resources required.

5. Implement the plan by executing the steps outlined in the strategy. This may involve coordinating with other teams or individuals.

6. Monitor the progress of the implementation and make adjustments as needed. This ensures that the plan remains effective and responsive to changing circumstances.

7. Finally, evaluate the results of the implementation. This involves comparing the actual outcomes with the expected results and identifying areas for improvement.

8. Document the findings and lessons learned from the process. This documentation can be used to inform future projects and improve overall performance.

9. Share the results and insights with relevant stakeholders to ensure transparency and accountability.

10. Reflect on the entire process and consider ways to optimize future efforts. This continuous improvement mindset is essential for long-term success.