

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. Once the problem is identified, the next step is to define the objectives and goals of the project. This helps to clarify what needs to be achieved and provides a clear direction for the team.

3. The third step is to develop a plan or strategy to address the problem. This involves breaking down the problem into smaller, manageable tasks and determining the resources needed to complete each task.

4. The fourth step is to implement the plan. This involves putting the strategy into action and monitoring progress regularly to ensure that the project is on track.

5. The final step is to evaluate the results of the project. This involves comparing the actual outcomes with the objectives and goals to determine the effectiveness of the project.

DIAGEO

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Customer Service Telephone: 0800 600 230

Customer	Product	Quantity	Unit Price	Customer Discount	Promotional Discount	Amount excl Vat	Vat	Amount Incl Vat
5529, George	7 CUPRAY STREET	1	5529			5529		5529

DISTRIBUTION
LIQUOR RUNNERS GEORGIA
REG 0002813

FROM
RECEIVED
1993 COPY

Name _____

Signature _____

Date _____

Notes:

**Receipt
From
Customer**

Name

Signature

Date _____

Account	Amount
Account Payable	100.00
Accounts Receivable	100.00
Capital	100.00
Current Assets	100.00
Current Liabilities	100.00
Fixed Assets	100.00
Fixed Liabilities	100.00
Income Statement	100.00
Inventory	100.00
Long-Term Assets	100.00
Long-Term Liabilities	100.00
Net Income	100.00
Net Worth	100.00
Operating Expenses	100.00
Operating Income	100.00
Prepaid Expenses	100.00
Retained Earnings	100.00
Shareholders' Equity	100.00
Subtotal	100.00
Total	100.00
Vat Rate	100.00
Tax Amount	100.00
Total Due	100.00
ESD	100.00
Currency	100.00

9,361.68	15 %	1,404.25	10,765.93
			0.00
			ZAR